



Australian Government

Department of Education, Employment and Workplace Relations

LMFFT4001B Coordinate on-site installation of furnishing products

Revision Number: 1

LMFFT4001B Coordinate on-site installation of furnishing products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to coordinate tradespersons who provide services involved in the installation, refurbishment, restoration or repair of furnishing products, primarily in a kitchen, bathroom or laundry setting.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan the coordination of trade services involved in the project	<p>1.1. Work instructions are used to determine job requirements, including design, tolerances, process, materials, finish and quantity</p> <p>1.2. Load bearing walls are located</p> <p>1.3. Work site is inspected for compliance with contract documentation, including confirmation that all work can be undertaken as a non-structural improvement</p> <p>1.4. Additional information or revised drawings are sourced where necessary</p> <p>1.5. Tradespersons are identified for the required installing services</p> <p>1.6. Timeframes for carrying out the work are developed</p>
2. Coordinate and inspect trade service outcomes	<p>2.1. Appropriate trade services are coordinated in accordance with relevant timeframes</p> <p>2.2. The impact of any variations are assessed and timeframes are varied as necessary</p> <p>2.3. Trade works are progressively checked to ensure compliance with contract documentation</p> <p>2.4. Satisfactory performance of trade services carried out by trade provider is monitored</p> <p>2.5. The rectification of identified faults is organised and coordinated</p> <p>2.6. The restoration of the site is coordinated to ensure compliance with contractual and industry standards</p>
3. Verify trade work compliance with contract requirements	<p>3.1. Final trade work is inspected, assessed and accepted or rejected</p> <p>3.2. Payments for accepted trade services are authorised</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collect, organise and understand information related to multi-trade work instructions and work orders, building and structural plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with tradespeople, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the coordination of equipment and materials to avoid any backtracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate time and material requirements
- use pre- and progressive checking and inspection techniques to anticipate coordination problems, avoid re-working and avoid wastage
- use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices

Required knowledge

- the tasks, functions, responsibilities and regulatory requirements for tradespeople involved in water supply and drainage, supply of power and lighting, ceiling and wall linings, tiling and waterproofing, flooring and painting
- relevant building codes, regulations and codes of practice
- plan interpretation techniques and standards
- workplace coordination and communication techniques
- conflict resolution techniques

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical Aspects of Evidence

- Interpret contracts and work orders and locate and apply relevant information.
- Apply safety coordination requirements for equipment, products and materials, including ventilation requirements and the use of personal protective equipment
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Coordinate a site involving at least three tradespeople on three separate occasions
- Work effectively with others
- Modify activities to cater for variations in workplace context and environment

Resource Implications

Access to work instructions, plans, work orders, associated and supporting tradespeople, industry and other standards, communications equipment and work areas.

Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency

Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Unit context	<ul style="list-style-type: none"> • OHS requirements may include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and safe operating procedures • Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
Furnishing products may include:	<ul style="list-style-type: none"> • cabinets and the full range of products required in the installation • refurbishment • restoration or repair of furnishing • particularly in kitchens • bathrooms or laundries
Coordinated tradespersons	<p>Those who, by regulation and competency, have the authority to work on:</p> <ul style="list-style-type: none"> • water supply • fixtures and fittings • drainage • natural and artificial lighting • power sources • ceiling and wall linings • waterproofing and sealants • ceramic tiling • interior painting • floor/finish coverings
Personal protective equipment	<p>Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices.</p>
Information and procedures	<ul style="list-style-type: none"> • Contractual documents and explanatory notes • Building codes, Australian Standards and CSIRO Notes on the Science of Building

RANGE STATEMENT

	<ul style="list-style-type: none"> • Workplace procedures relating to the use of tools and equipment • Work instructions, including job sheets, cutting lists, plans, drawings and designs • Workplace procedures relating to reporting and communication • Manufacturer specifications and operational procedures
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Unit Sector(s)

Unit sector	Furnishing Technology
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		