



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPCCCA3011A Refurbish timber sashes to window frames**

**Release: 1**

## **CPCCCA3011A Refurbish timber sashes to window frames**

### **Modification History**

Not Applicable

### **Unit Descriptor**

**Unit descriptor** This unit of competency specifies the outcomes required to refurbish timber sashes to window frames to rectify operation of external windows for ongoing use. It includes timber casement windows and double hung windows, and the refitting of timber sashes.

### **Application of the Unit**

**Application of the unit** This unit of competency supports achievement of skills to undertake refurbishment of windows in existing buildings, which includes working with others and as a member of a team.

### **Licensing/Regulatory Information**

Not Applicable

## Pre-Requisites

**Prerequisite units** CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry

## Employability Skills Information

**Employability skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

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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.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare.	<p>1.1. Work instructions, including plans, specifications, quality requirements and operational details, are obtained, confirmed and applied from relevant <b>information</b> for <b>planning and preparation</b> purposes.</p> <p>1.2. <b>Safety (OHS)</b> requirements are followed in accordance with safety plans and policies.</p> <p>1.3. Signage and barricade requirements are identified and implemented.</p> <p>1.4. <b>Tools and equipment</b> selected to carry out <b>window refurbishment</b> are consistent with job requirements, checked for serviceability, and any faults are rectified or reported prior to commencement.</p> <p>1.5. Material quantity requirements are calculated in accordance with plans, specifications and <b>quality requirements</b>.</p> <p>1.6. <b>Materials</b> appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</p> <p>1.7. <b>Environmental requirements</b> are identified for the project in accordance with environmental plans and <b>statutory and regulatory authority</b> obligations, and are applied.</p>
2. Refurbish casement windows.	<p>2.1. Sash fittings are removed.</p> <p>2.2. Sash is removed.</p> <p>2.3. New sash is fitted to correct margins and hung.</p> <p>2.4. <b>Window components and furniture</b> are fitted to manufacturer specifications.</p>
3. Refurbish double hung windows.	<p>3.1. Sashes are removed from the <b>frame</b> in correct sequence.</p> <p>3.2. New sashes are fitted, where specified, to correct margins ensuring waterproofing to bottom rail, and sash is maintained.</p> <p>3.3. Sash cords/spiral balances and frame components are replaced.</p> <p>3.4. Window furniture is replaced.</p>
4. Clean up.	<p>4.1. Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.</p> <p>4.2. Tools and equipment are cleaned, checked, maintained and stored in accordance with</p>

**ELEMENT****PERFORMANCE CRITERIA**

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manufacturer recommendations and standard work practices.

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

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

#### **Required skills**

Required skills for this unit are:

- communication skills to:
  - determine requirements
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - follow instructions
  - read and interpret:
    - documentation from a variety of sources
    - plans, specifications and drawings
  - report faults
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
- numeracy skills to apply measurements and make calculations
- organisational skills, including the ability to plan and set out work
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
  - use a range of mobile technology, such as two-way radio and mobile phones
  - voice and hand signals to access and understand site-specific instructions.

#### **Required knowledge**

Required knowledge for this unit is:

- construction terminology
- job safety analysis (JSA) and safe work method statements
- material safety data sheets (MSDS)
- materials storage and environmentally friendly waste management
- plans, specifications and drawings

**REQUIRED SKILLS AND KNOWLEDGE**

- processes for the calculation of material requirements
- quality requirements for timber sashes and window frames
- timber sash refurbishment techniques
- tools and equipment types, characteristics, uses and limitation
- window frame and sash construction
- window materials
- window measurements and calculations
- window set outs
- workplace and equipment safety requirements.

# Evidence Guide

## EVIDENCE GUIDE

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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.

### Overview of assessment

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools and equipment
- communicate and work effectively and safely with others
- remove, refurbish and refit a sash to a top or side hung casement frame
- remove, refurbish and refit a pair of sashes to a double hung window.

### Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the mandatory task requirements

## EVIDENCE GUIDE

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- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

### Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete



## EVIDENCE GUIDE

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confidence in the person's demonstrated ability and applied knowledge

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

## Range Statement

### RANGE STATEMENT

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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.

***Information*** includes:

- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions where specified
- memos
- MSDS
- organisation work specifications and requirements
- plans and specifications
- regulatory and legislative requirements pertaining to refurbishing timber sashes to window frames
- relevant Australian standards

## RANGE STATEMENT

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***Planning and preparation*** include:

***Safety (OHS)*** is to be in accordance with state or territory legislation, regulations, codes of practice, organisational safety policies and procedures, and project safety plan and may include:

***Tools and equipment*** include:

- safe work procedures related to refurbishing timber sashes to window frames
- signage
- verbal or written and graphical instructions
- work bulletins
- work schedules.
- work site inspection
- equipment defect identification
- assessment of conditions and hazards
- determination of work requirements.
- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- handling of materials
- hazard control
- hazardous materials and substances
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
  - earth leakage boxes
  - lighting
  - power cables, including overhead service trays, cables and conduits
  - restricted access barriers
  - surrounding structures
  - traffic control
  - trip hazards
  - work site visitors and the public
  - working at heights
  - working in confined spaces
  - working in proximity to others
  - working with dangerous materials
- organisational first aid
- personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices
- use of firefighting equipment
- use of tools and equipment
- workplace environment and safety.
- chisels

## RANGE STATEMENT

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- clamps
- cutting knives
- docking saws and drop saws
- hammers
- hand saws
- marking equipment
- measuring tapes and rules
- mouses
- pincers
- power drills
- power leads
- power planers
- power routers
- putty knives and paint scrapers
- saw stools
- screwdrivers
- small pinch bars
- spirit levels
- squares (combination/tri)
- straight edges
- work benches.

### ***Window refurbishment:***

- is to include casement and double hung windows
- casement windows include hopper and sliding windows
- operation can be by spiral balances or by weights and cords.

### ***Quality requirements*** include relevant regulations, including:

- Australian standards
- internal company quality policy and standards
- manufacturer specifications, where specified
- workplace operations and procedures.

### ***Materials*** include:

- cord
- glass
- hinges
- nails
- screws
- stays
- timber
- window furniture.

### ***Environmental requirements***

- clean-up protection

## RANGE STATEMENT

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include:

- noise and dust
- vibration
- waste management.
- federal, state and local authorities administering applicable Acts, regulations and codes of practice.
- frame and sash
- window furniture, including hinges, cords, weights, spiral balances, locks, stays, winders, handles and knobs.
- parting beads
- pocket pieces
- stop beads.

*Statutory and regulatory authorities* include:

*Window components and furniture* includes:

*Frame* includes:

## Unit Sector(s)

Unit sector

Construction

## Co-requisite units

Co-requisite units

Nil

## Functional area

Functional area