



**Australian Government**

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

# **CPCCPD3026A Apply stains and clear timber finishes**

**Release: 1**

## CPCCPD3026A Apply stains and clear timber finishes

### Modification History

Not Applicable

### Unit Descriptor

#### Unit descriptor

This unit of competency specifies the outcomes required to apply stains and clear timber finishes to different material surfaces, including previously stained or finished timber to form a protective and decorative finish.

The unit includes planning and preparation for the work, preparation of the work area and materials, staining of bare timber, application of clear finishes and completion of clean-up activities.

### Application of the Unit

#### Application of the unit

This unit of competency supports the attainment of the understanding and skills to apply stains and clear timber finishes, which may include 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 and operational details are obtained using relevant <b>information</b>, confirmed and applied 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 tasks, including <b>work platforms</b> where required are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.</p> <p>1.5. Materials 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 regulatory obligations and applied.</p> <p>1.8. Stain colour to be applied is matched to previously treated timber or associated area or item.</p>
2. Prepare materials and application area.	<p>2.1. Area is set up for application processes to suit application system being used.</p> <p>2.2. Adjoining surfaces to application area are protected by masking off or covering, prior to application of stains and finishes.</p> <p>2.3. Adequate ventilation to application area is provided to maintain a safe environment.</p> <p>2.4. Measures are taken to ensure application area remains free of dust and foreign matter.</p> <p>2.5. Existing stained or finished surfaces for application are stripped using appropriate techniques.</p>
3. Stain bare timber surface.	<p>3.1. Stain is selected for type of timber allowing for aesthetics and durability in accordance with manufacturer recommendations and job specifications.</p> <p>3.2. Stain is prepared to proportions and consistency in accordance with manufacturer recommendations and job specification.</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>3.3. <b>Application</b> method for the specified <b>surface</b>, area size and type of finish is selected in accordance with manufacturer recommendations and job specifications.</p> <p>3.4. Stain is applied to bare timber surface to specifications and manufacturers' instructions.</p> <p>3.5. Wood filler and putty are selected, mixed, colour matched and applied to timber in accordance with job specifications.</p>
4. Apply clear finishes.	<p>4.1. Coats of selected clear <b>finish</b> are applied to achieve required level of opacity, finish and sheen in accordance with manufacturer recommendations and job specifications.</p> <p>4.2. Drying time is allowed between coats in accordance with manufacturer recommendations and job specifications.</p> <p>4.3. Clear finish surfaces are cured in accordance with manufacturer recommendations and job specifications.</p>
5. Clean up.	<p>5.1. Unused materials are sealed and stored/stacked in accordance with standard material handling practices and techniques and company requirements.</p> <p>5.2. Painting tools and equipment are cleaned with correct solutions and without damage, and stored safely and effectively to manufacturer specifications.</p> <p>5.3. <b>Paint waste, water and solvents</b> used in cleaning painting equipment are disposed of in an environmentally sustainable manner and in accordance with relevant legislative requirements.</p> <p>5.4. Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

## REQUIRED SKILLS AND KNOWLEDGE

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
    - drawings and specifications
  - report faults
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
- evaluating own actions and making judgments about performance and necessary improvements
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- organisational skills, including the ability to plan and set out work
- recognising procedures, following instructions, responding to change and contributing to workplace responsibilities, such as current work site environmental and sustainability frameworks or management systems
- teamwork skills to coordinate own 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:

- Australian Paint Approval Scheme (APAS) classifications
- basic softwood and hardwood timber technology
  - conservation
  - conservation areas
- hazards associated with solvents, chemicals and dust
  - heritage listed buildings
- job safety analysis (JSA) and safe work method statements
  - maintenance, renovation and refurbishment
- material safety data sheets (MSDS)
- materials storage and environmentally sustainable waste management, including

## REQUIRED SKILLS AND KNOWLEDGE

- correct disposal of water-based, latex-based and solvent-based paints and finishes
  - new building (residential, commercial and high rise)
- painting and decorating terminology
- plans, drawings and specifications
- processes for the calculation of material requirements
- quality requirements
- responsibilities with regard to:
  - restoration
- solid waste and paint sludge disposal techniques and relevant legislation, including Environmental Protection Authority (EPA) and local Council regulations
- surface preparation techniques for clear wood finishing
- testing techniques and support materials
- theoretical principles relating to pigmentation and colouring agents, drying and curing processes and the role of solvents
- types of paints, including the characteristics and uses of paint materials with various volatile organic compound (VOCs) levels and alternative and natural paints
- types, properties, uses and limitations of clear timber finishes and timber stains
- types, uses and limitations of commonly used brushes, rollers and other applicators
- variances in work carried out within sectors of painting and decorating industry for:
- 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 and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures including quality requirements
- safely and effectively operate and use tools, plant and equipment
- communicate and work effectively and safely with others
- apply stains and clear timber finishes (with finishes being to specification, including in terms of defects, colour, level of opacity, finish and sheen) which is at a minimum to cover:
  - one oil-based stain product
  - one water and spirit-based timber stain
  - one water-based clear finish
  - one oil-based clear finish
  - grain filler applications
  - putty applications.
- apply at least one stain and one clear finish to two previously treated timber surfaces with each stain and clear finish application to be not less than 2 square metres or two lineal metres in each case



## EVIDENCE GUIDE

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- dispose of all paint and finishes in an environmentally sustainable way compliant with relevant local legislation and regulations
- clean and store painting equipment using environmentally sustainable methods and work practices including waste reticulation systems.

### 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
- 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

## EVIDENCE GUIDE

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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 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**

## RANGE STATEMENT

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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
- MSDS
- memos
- regulatory and legislative requirements pertaining to the application of stains and clear timber finishes
- relevant Australian standards
- safe work procedures relating to the application of stains and clear timber finishes
- signage
- verbal, written and graphical instructions
- work bulletins
- work schedules, plans and specifications.

**Planning and preparation** include:

- assessment of conditions and hazards
- determination of work requirements and safety plans and policies
- equipment defect identification
- work site inspection.

**Safety (OHS)** is to be in accordance with state and territory legislation and regulations and project safety plan and may include:

- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- handling activities that may require the assistance of others or the use of manual or mechanical lifting devices where size, weight or other issues, such as a disability are a factor
- hazard control
- hazardous materials and substances
- organisational first aid
- PPE prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
  - earth leakage boxes

## RANGE STATEMENT

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- electrical and fire and/or explosion from combustible materials
- falling objects
- lighting
- manual handling
- power cables, including overhead service trays, cables and conduits
- restricted access barriers
- solvents, lead, chemicals, fumes/gases
- surrounding structures
- traffic control
- trip hazards
- work access platforms
- work site visitors and the public
- working at heights
- working in confined spaces
- working in proximity to others, work site visitors and the public
- use of firefighting equipment
- use of tools and equipment
- workplace environmental requirements and safety.

*Tools and equipment* include:

- brushware
- brushware accessories
- buckets
- drop sheets
- duster brushes
- filling knives and blades
- hammers
- hand sanders
- heat guns
- mechanical sanders
- nail punches
- paint pots and buckets
- paint stirrers
- putty knives
- roller accessories
- roller frames
- scrapers
- spray equipment.

## RANGE STATEMENT

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**Work platforms** include:

- stepladders
- trestles
- planks.

**Quality requirements** include:

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

**Materials:**

- include:
  - grain fillers (water, spirit or oil)
  - putty
  - single pack clear finish
  - timber stains (water, spirit, oil or slightly pigmented varnish/polyurethane)
- may include:
  - acrylic clear and two pack epoxy clear, shellac, tinting agents and waxes
  - clear finishes for timber, including lacquers and two pack polyurethane.

**Environmental requirements** include:

- clean-up management
- dust and noise
- low odour and emissions
- stormwater protection
- waste management.

**Application** methods:

- include:
  - brush
  - paint pad (sponge)
  - rag
  - roller
- may include spray.

**Application:**

- is to be in accordance with the relevant Australian standard unless this is replaced by other authorised job specifications.

**Surfaces** to be finished/pre-finished:

- include:
  - curved
  - horizontal
  - inclined
  - vertical
- may be all common profiles encompassing:

## RANGE STATEMENT

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- building boards, including particle board
- doors
- floors
- in sound or unsound conditions
- medium density fibreboard (MDF)
- natural timber products
- panelling
- ply
- previously coated/treated timber surface
- stairs.

***Finish*** includes:

- flat
- full gloss
- satin
- semi-gloss.

***Paint waste, water and solvents***  
disposal includes:

- use of manual and machine environmentally sustainable cleaning methods
- cleaning water re-cycling or professional disposal
- solid waste disposal requirements

## Unit Sector(s)

Unit sector

Construction

## Functional area

Functional area