



**Australian Government**

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

# **CPCCSH3001A Set out and assemble cabinets, showcases, wall units, counters and workstations**

Release: 1

## **CPCCSH3001A Set out and assemble cabinets, showcases, wall units, counters and workstations**

### **Modification History**

Not Applicable

### **Unit Descriptor**

**Unit descriptor** This unit specifies the outcomes required to set out component parts and assemble and fit them to complete the construction of a fitment.

### **Application of the Unit**

**Application of the unit** This unit of competency supports the achievement of skills and knowledge to set out and assemble cabinets, showcases, wall units, counters and workstations, 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**

---

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.	<ul style="list-style-type: none"><li>1.1. Work instructions and operational details are obtained using relevant <i>information</i>, confirmed and applied for <i>planning and preparation</i> purposes.</li><li>1.2. <i>Safety (OHS)</i> requirements are followed in accordance with safety plans and policies.</li><li>1.3. Signage and barricade requirements are identified and implemented.</li><li>1.4. <i>Tools and equipment</i> selected to carry out tasks are consistent with job requirements, checked for serviceability and any faults are rectified or reported prior to commencement.</li><li>1.5. Material quantity requirements are calculated in accordance with plans, specifications and <i>quality requirements</i>.</li><li>1.6. <i>Materials</i> appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</li><li>1.7. <i>Environmental requirements</i> are identified for the project in accordance with environmental plans and <i>statutory and regulatory authority</i> requirements, and are applied.</li><li>1.8. Set-out material is prepared to specified sectional dimensions.</li></ul>
2. Develop set-out.	<ul style="list-style-type: none"><li>2.1. Overall width, height and depth of <i>carcase construction</i> are marked out to specifications using <i>set-out boards</i> with benchtop length, thickness overhang and edge profile indicated as specified.</li><li>2.2. Plinth/kicker is accurately depicted, including length, depth, set back, position of intermediate bearers and joint detail.</li><li>2.3. Position and thickness of vertical carcase components are marked in to specifications with position of shelving, including thickness, depth and type (fixed/adjustable), all accurately depicted on set-out and overall height of unit marked in to specified dimension.</li><li>2.4. Drawer is detailed, including height, width, clearances and runner type as specified.</li><li>2.5. Position, width and design of drawer fronts and doors are accurately marked in on set-out.</li><li>2.6. Capital or bolection moulding detail and position are clearly indicated to specification and relevant joint detail is indicated as specified to allow accurate calculations of quantities.</li></ul>

**ELEMENT**

**PERFORMANCE CRITERIA**

---

- 2.7. Height of drawer fronts and doors, including clearances, are accurately marked in.
- 2.8. Position and dimensions of fixing rails are clearly defined as specified.
- 2.9. Drawer detail, including height and clearance, is defined to specifications.
- 2.10. Relevant joint detail is drawn in to specification.

## ELEMENT

## PERFORMANCE CRITERIA

---

- |   |   |
|---|---|
| 3. Mark out material for components.                | 3.1. Materials are selected and prepared to design requirements for components, including face and edge marked on each component.<br>3.2. Length and joint details are transferred from set-out to component material with marking out on each component checked in preparation for <i>machining</i> .<br>3.3. Set-out material is marked, where required, for appropriate identification of components.  |
| 4. Carry out manufacturing processes on components. | 4.1. Machines are set up and used to carry out machining processes of set-out component material, with overall sequence of assembly determined in accordance with carcass structure.<br>4.2. Components are prepared to set-out details, and joints are checked for design requirements prior to assembling.  |
| 5. Assemble carcass.                                | 5.1. Carcass is assembled in line with determined procedures, with faces and edges flush and joints secured to specified fixing.<br>5.2. Carcass is squared and held square with temporary brace or back fixed into position, with shelves and mullions installed as specified in accordance with fitment design.<br>5.3. Plinth/kicker is assembled to designed construction, square and out of wind with adjoining surfaces flush and face panels fitted kicker with all joints close fitting and adjoining surfaces flush.<br>5.4. Plinth/kicker is positioned to specified location and screwed to carcass.<br>5.5. External fixed panels are prepared to specifications for assembling and secured to carcass. |
| 6. Assemble and fit benchtops.                      | 6.1. Bench/counter top components are assembled to specified design and finished in preparation for installation.<br>6.2. Bench/counter top is positioned on carcass to specified dimensions and fixed by specified fixing method and appropriate <i>fixings and fasteners</i> .  |
| 7. Assemble and install drawers.                    | 7.1. Drawers are assembled to specifications, with bottoms fitted and fixed.<br>7.2. Drawer runner type is determined and installed to specified dimensions and manufacturer specifications.<br>7.3. Drawers are installed parallel to carcass bottom showing specified clearances, and drawer fronts and doors are prepared for installation.  |

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
8. Fit doors and drawer fronts.	<p>8.1. Door hinges are installed to plan and manufacturer specifications and doors are hinged and hung to carcass with faces flush and specified clearances allowed.</p> <p>8.2. Drawer fronts are secured to drawers by nominated method with specified clearances allowed and handles and catches accurately installed to specification.</p> <p>8.3. Unit is cleaned up and <i>surface edge finishes</i> are sanded to specified finish for proposed coated finish, where applicable.</p>
9. Clean up.	<p>9.1. <i>Free standing fitments</i> are stored safely to avoid damage to surfaces.</p> <p>9.2. Work area is cleared to specifications and waste and unwanted material is removed safely.</p> <p>9.3. Plans, specifications and set-outs are stored for future reference and tools and equipment are cleaned, maintained and stored.</p>

## 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:

- ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems
- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - follow instructions
  - read and interpret drawings and specifications
  - use and interpret non-verbal communication
  - use language and concepts appropriate to cultural differences
- innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action
- numeracy skills to apply measurements and calculations

## **REQUIRED SKILLS AND KNOWLEDGE**

- planning and organisational skills to identify requirements, apply relevant resources and sequence tasks
- problem solving skills to recognise and take action to rectify minor faults and problems
- teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities.

### **Required knowledge**

Required knowledge for this unit is:

- types of fitments
- adhesives, fixings and fasteners relevant to fitment construction
- clearances associated with types of finishes to surfaces
- organisation's quality assurance requirements
- drawings and specifications
- handling of materials relevant to fitment construction
- manufacturing processes for fitment components
- materials and their characteristics relevant to fitment construction
- measurement and marking related to making set-out for fitments
- methods of constructing fitments
- setting out, assembling and fixing procedures for fitment construction
- use of tools and equipment relevant to setting out materials, manufacturing and assembling processes for fitments
- workplace and safety requirements.



## 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.

#### **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 manufacture and assemble either a cabinet, showcase, wall unit, counter or workstation, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within context of manufacturing and assembling fitments
- select and use appropriate setting out techniques, tools and equipment
- correctly apply details and dimensions to make set-out for fitment
- show clear details of sectional material and method of joining components on set-out
- accurately apply set-out to mark each component correctly for length and machining processes
- efficiently identify marking and stacking of each different marked component
- identify details and specifications of nominated fitment to be constructed
- identify components and manufacturing processes to be carried out
- safely and efficiently set up and use machines for required machining processes
- safely and efficiently use hand tools and equipment
- select and use appropriate processes, tools and equipment for assembling components
- demonstrate sound techniques in checking and

## EVIDENCE GUIDE

---

adjusting component joints for fitting

- safely and efficiently assemble and fix carcass and components parts
- accurately and safely fit and fix/secure drawers and doors
- apply appropriate processes to finish surfaces to specified requirement
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workshop operations.

### **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:

- workshop location and set-out bench appropriate to activity
- dressed and sheet materials relevant to fitment designs
- material appropriate for set-out boards
- drawings and specifications relevant to activities
- tools and equipment appropriate for activity
- materials and components related to proposed activity
- static machines relevant to proposed manufacturing processes
- drawings, specifications and documents relevant to the fitment.

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

## EVIDENCE GUIDE

---

### 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 a reasonable inference that competency is not only verified under the particular assessment circumstance, but is 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 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

---

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
- material safety data sheets (MSDS)
- memos
- regulatory and legislative requirements pertaining to setting out and assembling cabinets, showcases, wall units, counters and workstations
- relevant Australian standards
- safe work procedures relating to setting out and assembling cabinets, showcases, wall units, counters and workstations
- 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
- 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:

## **RANGE STATEMENT**

---

- concealed services (water, power and gas)
- lighting
- restricted access barriers
- traffic control
- work site visitors and the public
- working at heights
- working in confined spaces
- working in proximity to others
- use of firefighting equipment
- use of tools and equipment
- workplace environmental requirements and safety.

## RANGE STATEMENT

---

***Tools and equipment*** include:

- air compressor and hoses
- bevels
- chisels
- clamps
- hammers
- hand saws
- marking gauges
- measuring tapes and rules
- nail guns
- power drills
- power leads
- power planers
- power routers
- power saws
- sanders
- sash cramps
- screwdrivers
- set-out bench
- squares
- straight edge.

***Quality requirements*** include:

- assembling procedures
- attention to specifications of work
- control of handling procedures
- quality of materials
- relevant regulations, including:
  - AS1473 Guarding and safe use of woodworking machinery
  - internal company quality policy and standards
  - manufacturer specifications where specified
- storing and packaging
- use and maintenance of equipment
- workplace operations and procedures.

***Environmental requirements*** include:

- clean-up management
- dust and noise
- stormwater protection
- waste management.

***Statutory and regulatory authority*** includes:

- federal, state and local authorities administering applicable Acts, regulations and

## RANGE STATEMENT

---

- Carcase construction:***
- codes of practice.
  - materials include:
    - medium density fibreboard (MDF)
    - particle board
    - plywood
    - timber
    - veneered particle board
  - types include:
    - framed and panelled
    - hollow frame flush
    - solid core flush
    - solid panel
    - type and thickness of backing.
- Set-out boards*** may be:
- paper on solid base
  - particle board
  - plywood.
- Machining*** manufacturing processes include:
- band sawing to shape
  - cutting to lengths
  - dressing to shape
  - grooving and rebating
  - mortising
  - moulding to shape
  - sanding
  - trenching for housings
  - trenching for tenons.
- Fixings and fasteners*** used in assembling fitments include:
- brads
  - director screws
  - knockdown fittings
  - nails
  - self-tapping screws
  - wood screws.
- Surface edge finishes*** include:
- aluminium mouldings
  - plastic laminates
  - thermo plastics
  - timber veneers.
- Free standing fitments*** may be constructed of:
- acrylic
  - glass
  - laminates
  - manufactured board

## **RANGE STATEMENT**

---

- solid timber.

## **Unit Sector(s)**

**Unit sector**                      Construction

## **Functional area**

**Functional area**