



**Australian Government**

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

# **CPCCSH3002A Set out and fabricate shopfront commercial entries bulkheads and component fittings**

Release: 1

## **CPCSSH3002A Set out and fabricate shopfront commercial entries bulkheads and component fittings**

### **Modification History**

Not Applicable

### **Unit Descriptor**

**Unit descriptor** This unit specifies the outcomes required to set out and fabricate component parts and fittings, including bulkheads where required, that form a total shopfront structure.

### **Application of the Unit**

**Application of the unit** This unit of competency supports the achievement of skills and knowledge to fabricate commercial entries for street fronts, shopping centres, commercial and industrial buildings and both internal and external applications, 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
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## **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.	<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. Personal protective equipment selected, correctly fitted and used.</li><li>1.6. Material quantity requirements are calculated in accordance with plans, specifications and <i>quality requirements</i>.</li><li>1.7. <i>Materials</i> appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</li><li>1.8. <i>Environmental</i> requirements are identified for the project in accordance with environmental plans and <i>statutory and regulatory authority</i> requirements, and are applied.</li></ul>
2. Undertake site measurements.	<ul style="list-style-type: none"><li>2.1. Datums and gridlines or reference points are located and confirmed using <i>levelling techniques</i>.</li><li>2.2. Surrounding structures and surfaces are checked for plumb, level, line and square.</li><li>2.3. Measurements are taken of internal width and height, if applicable, and are recorded.</li><li>2.4. Inconsistencies in dimensions, layout or location of structure outside the specified tolerances are noted and reported to appropriate personnel.</li><li>2.5. Position of proposed frames and fittings are marked out on surrounding surfaces using non-permanent markers.</li></ul>
3. Assemble components of framework.	<ul style="list-style-type: none"><li>3.1. Appropriate area is selected and material components are laid out for assembly.</li><li>3.2. Framework is assembled, with overall dimension checked for conformity to location and design and using appropriate <i>fixings and fasteners</i>.</li><li>3.3. Frame is checked for square and adjusted where required.</li><li>3.4. Areas are laminated where required and finishes</li></ul>

**ELEMENT**

**PERFORMANCE CRITERIA**

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applied where applicable.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
4. Pre-fit component fittings.	4.1. Component fittings are pre-fitted where applicable. 4.2. Fittings are fixed to locations according to specifications.
5. Prepare for packaging.	5.1. Fittings too large for safe transport are disassembled. 5.2. Packaging of separate components is identified and arranged.
6. Clean up.	6.1. Components and assembly diagram are numbered for inclusion in delivery instructions. 6.2. Waste and unwanted material are disposed of safely. 6.3. Unused materials are stored/stacked. 6.4. Tools and equipment are cleaned, maintained and stored.

## **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
- 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

## **REQUIRED SKILLS AND KNOWLEDGE**

mental abilities.

### **Required knowledge**

Required knowledge for this unit is:

- aluminium construction materials and methods
- AS1873 Powder actuated (PA) hand-held fastening tools
- AS2047.2 Windows in buildings - Construction, installation and maintenance
- commonly used shopfitting materials and their characteristics
- job safety analysis (JSA) and safe work method statements
- measuring and levelling processes related to setting out and checking lineal measurements and levels of surfaces
- measuring and squaring processes relevant to lineal measurements for framework
- organisation's quality assurance requirements
- shopfront design processes
- timber construction methods
- 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 prepare all components for manufacture of a shopfront, providing evidence of the ability to:

- demonstrate operational safety compliance with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within context of assembling and installing a shopfront
- identify design, delivered assemblies, components, fittings and assembly diagram
- identify and select components and fittings to locations in assembled shopfront
- select and use appropriate processes, tools and equipment to assemble and install nominated unit
- demonstrate appropriate and effective applications to prepare opening to receive framework
- safely and efficiently assemble sections, components and fittings
- safely and efficiently install bulkhead into position
- safely and efficiently locate and install assembly into place
- safely and efficiently install components and fittings and, where applicable, check for designed operation
- identify typical faults and problems that occur and action required to rectify them



## EVIDENCE GUIDE

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- communicate with others to ensure safe and effective workplace 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 with appropriate area
- tools and equipment appropriate to required tasks
- materials and prepared components for assembly processes
- drawings, specifications and other documentation relevant to activity.

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 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

## EVIDENCE GUIDE

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- 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

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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
- material safety data sheets (MSDS)
- memos
- regulatory and legislative requirements

## **RANGE STATEMENT**

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pertaining to setting out and fabricating shopfront commercial entries bulkheads and component fittings

- relevant Australian standards
- safe work procedures relating to setting out and fabricating shopfront commercial entries bulkheads and component fittings
- signage
- verbal, written and graphical instructions
- work bulletins
- work schedules, plans and specifications.

## RANGE STATEMENT

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***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:
  - 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.

***Tools and equipment*** include:

- air compressor and hoses
- bolsters
- brushes
- chalk lines
- chisels, including cold chisels
- clamps
- explosive power tools
- grinders
- hammers
- hand saws
- measuring tapes and rules
- operation of explosive power tools in accordance with AS1873 Powder actuated

## **RANGE STATEMENT**

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(PA) hand-held fastening tools

- plumb bob
- power drills, including masonry
- power leads
- power planers
- power saws
- sash cramps
- saw stools
- scaffolding
- screwdrivers
- set spanners
- squares
- step ladders.

## RANGE STATEMENT

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- Quality requirements*** include:
- assembling procedures
  - attention to specifications of work
  - control of handling procedures
  - protection of material surfaces
  - quality of materials
  - relevant regulations, including:
    - Australian standards
    - internal company quality policy and standards
    - manufacturer specifications where specified
    - workplace operations and procedures
  - use and maintenance of equipment
  - workplace operations and procedures.
- Materials*** include:
- aluminium
  - timber.
- Environmental requirements*** include:
- clean-up management
  - dust and noise
  - stormwater protection
  - waste management.
  - federal, state and local authorities administering applicable Acts, regulations and codes of practice.
- Statutory and regulatory authority*** includes:
- automatic level
  - spirit level
  - spirit level and straight edge
  - staff.
- Levelling techniques*** include using:
- bolts and nuts
  - coach screws
  - masonry anchors
  - metal brackets
  - self-tapping screws
  - wall plugs.
- Fixings and fasteners*** include:

## Unit Sector(s)

**Unit sector** Construction

## **Functional area**

### **Functional area**