



Australian Government

Department of Education, Employment and Workplace Relations

CPC CST3013A Carry out cemetery monument fixing

Release: 1

CPCST3013A Carry out cemetery monument fixing

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit specifies the outcomes required to fix a monumental stone, using granite, marble, basalt, pre-cast concrete sections or reconstituted stone.

Application of the Unit

Application of the unit This unit of competency supports the achievement of skills and knowledge to carry out cemetery stone monument fixing, 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

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 information, confirmed and applied for planning and preparation purposes.</p> <p>1.2. Safety (OHS) 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. Tools and equipment selected to carry out tasks 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 quality requirements.</p> <p>1.6. Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</p> <p>1.7. Environmental requirements are identified for the project in accordance with environmental plans and statutory and regulatory authority requirements, and are applied.</p>
2. Construct footings and prepare monument stones.	<p>2.1. Monument footings are set out and excavated to dimensions from drawings and specifications.</p> <p>2.2. Reinforcement is placed, formwork fixed and concrete poured to provide footings to specifications.</p> <p>2.3. Delivered stone is checked for conformity to size, design and specifications.</p> <p>2.4. Layout is set out on footings to dimensions of design and appropriate lifting equipment is installed and tested or made ready to OHS regulations and job requirements, where applicable.</p>
3. Set up side stones into place.	<p>3.1. Side stones are stood up into position on packing of cement sheet or stone pieces with packing adjusted to provide slight fall towards front stone.</p> <p>3.2. Side stones are checked for plumb and packing is adjusted where required.</p> <p>3.3. Measurement for diagonals and parallel are checked to be true and stones are checked for alignment by levelling at both front and back ends of side stones.</p>
4. Prepare dowel joints.	<p>4.1. Depth of abutting dowel holes is checked for measurement and dowels are measured and marked</p>

ELEMENT	PERFORMANCE CRITERIA
5. Stand up front and back stones.	<p>to length (10 mm) and cut to marks.</p> <p>4.2. Dowels are inserted in or located near applicable holes.</p> <p>5.1. Mortar is mixed to specification and inserted into side stone holes and designated dowels are inserted into mortared holes to full depth.</p> <p>5.2. Back stone is positioned on timber packing ready for lifting into place.</p> <p>5.3. Timber pieces are placed against side stones to avoid chipping in lifting.</p> <p>5.4. Mortar is placed to fill holes, back stone is raised into position and manoeuvred into close joints, and packing is adjusted to ensure back stone level.</p> <p>5.5. Front stone is located, raised and manoeuvred into position to finish with joints to specifications and level.</p>
6. Grout base and joints.	<p>6.1. Grout is prepared and mixed to specification and joints between kerb stones and base is packed slightly with grout to specifications.</p> <p>6.2. Kerb joints are cleaned with wet cloth and grouted to specifications.</p>
7. Fix headstone to backstone.	<p>7.1. Dowels for joints are measured and cut to specifications with dowel holes filled with mortar and dowels placed fully into backstone.</p> <p>7.2. Headstone is raised and lowered carefully into place and finished plumb and level to specification.</p>
8. Fill centre and finish with chip top.	<p>8.1. Centre area is filled and finished to specified base.</p> <p>8.2. Brick or concrete supports are placed in each corner and maximum 50 mm thick reinforced concrete slab is poured to specification.</p> <p>8.3. Bluestone and granite screening are mixed and spread to specified finished level.</p>
9. Fit cover stone and finish monument.	<p>9.1. Dowels for joints, where applicable, are measured and cut to specifications.</p> <p>9.2. Centre area is filled to specifications, dowel holes are filled with mortar and dowels are placed fully into position.</p> <p>9.3. Cover stone is <i>shifted</i> into place and rested upon timber packing pieces and lowered into place using wedges to finish in position.</p> <p>9.4. Pointing/grouting material is prepared and applied to</p>

ELEMENT**PERFORMANCE CRITERIA**

ELEMENT	PERFORMANCE CRITERIA
10. Clean up.	<p>joints, finishing to specification.</p> <p>10.1. Monument is cleaned down and polished where applicable to specification.</p> <p>10.2. Area is cleared and waste material disposed of safely.</p> <p>10.3. 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
- 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 SKILLS AND KNOWLEDGE

Required knowledge for this unit is:

- Australian standards: 4204 Headstones and Cemetery Monuments, AS2904 Damp proof courses and flashings, AS3700 Masonry in buildings and AS2699 Wall ties on masonry construction
- interpretation of drawings and specifications
- job safety analysis (JSA) and safe work method statements
- measure and levelling techniques relevant to stonemasonry work
- properties and performance of concrete footings
- stone monument construction methods
- types and performance of adhesives and sealants used in stonemasonry work
- types and safe use of shifting equipment
- types of stone and their characteristics
- workplace and equipment 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 install a cemetery monument using any of the materials listed in the range statement, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- comply with organisational policies and procedures
- select and use appropriate processes, tools and equipment to carry out installation tasks
- apply organisational quality procedures and processes within the context of installing cemetery monuments
- install concrete footings to location and level
- demonstrate accurate measurement of stone sections and setting out for monument
- adopt and use safe and effective procedures to fit and fix front, side and backstones
- use correct procedures to place and fix headstone
- complete installation and finish to specifications. identify typical faults and problems that occur and action required to rectify them interactively 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

EVIDENCE GUIDE

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:

- site location for proposed activity
- materials appropriate to required constructions activity
- hand and power tools, plant and equipment appropriate to applications tasks
- drawings and specifications relevant to proposed 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 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

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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 handling stone and concrete
- relevant Australian standards
- safe work procedures relating to handling

RANGE STATEMENT

<p><i>Planning and preparation</i> include:</p>	<p>stone and concrete</p> <ul style="list-style-type: none"> • signage • verbal, written and graphical instructions • work bulletins • work schedules, plans and specifications. • assessment of conditions and hazards • determination of work requirements and safety plans and policies • equipment defect identification • work site inspection.
<p><i>Safety (OHS)</i> is to be in accordance with state and territory legislation and regulations and project safety plan and may include:</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.
<p><i>Tools and equipment</i> include:</p>	<ul style="list-style-type: none"> • air compressor and hoses • concrete mixers • fencing bars • generators • hacksaws • hammers • impact drills

RANGE STATEMENT

- masonry chisels
 - measuring tapes and rules
 - pinch bars
 - power grinders
 - power leads
 - rollers
 - shovels
 - spirit levels
 - squares
 - trowels
 - wheelbarrows.
- Quality requirements** include:
- attention to finish of monuments
 - attention to specifications of work
 - relevant regulations, including:
 - AS4204 Headstones and cemetery monuments
 - internal company quality policy and standards
 - manufacturer specifications where specified
 - workplace operations and procedures.
- Materials** include:
- basalt
 - granite
 - marble
 - pre-cast concrete sections
 - reconstituted stone.
- Environmental requirements** include:
- clean-up management
 - dust and noise
 - vibration
 - waste management.
- Statutory and regulatory authority** includes:
- federal, state and local authorities administering applicable Acts, regulations and codes of practice.
- Shifted** includes using:
- gin poles
 - hydraulic or mechanical jacks
 - shear legs.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area