



Australian Government

Department of Education, Employment and Workplace Relations

CPCCWC3004A Install suspended ceilings

Release: 1

CPCCWC3004A Install suspended ceilings

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to install exposed and concealed suspended ceilings.

It includes planning and preparation for work; set-out and installation of the ceiling suspension system; installation of lining material; and completion of clean-up activities.

Application of the Unit

Application of the unit

This unit of competency supports the attainment of skills and knowledge to install suspended ceilings while working with others 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.	<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 the requirements of the job, 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 and 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 regulatory obligations and applied.</p>
2. Set out.	<p>2.1. Ceiling grid is set out to job drawings and in accordance with manufacturer specifications.</p> <p>2.2. Alignment levels for ceiling are set out as shown on job drawings.</p>
3. Install suspension system.	<p>3.1. Suspension rods are fixed to underside of soffit and structural members with masonry anchors, bolts and screws at prescribed centres and to manufacturers' instructions.</p> <p>3.2. Suspended framework is assembled and connected to suspension rods in accordance with specifications and manufacturers' instructions.</p> <p>3.3. Suspension system is fastened and checked for looseness and rattles.</p> <p>3.4. Bridging framework is fixed to both sides of service ducts to support suspension system.</p>
4. Install lining materials.	<p>4.1. Lining materials are installed according to design pattern set out on job drawings, and to specifications.</p> <p>4.2. Edges of lining materials are cut, concealed or finished to match pre-finished edges.</p> <p>4.3. Openings and penetrations for lighting, diffuser, hatches and sprinkler heads are provided as shown on</p>

ELEMENT	PERFORMANCE CRITERIA
	the job drawings.
	4.4. Trims and beads are fixed at junctions with other building elements and surfaces as shown on job drawings.
5. Clean up.	5.1. Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.
	5.2. Tools and equipment are cleaned, checked, maintained and stored in accordance with 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:
 - follow instructions
 - read and interpret:
 - documentation from a variety of sources
 - drawings and specifications
 - recognise procedures
 - report faults
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication, such as hand signals
 - written skills to record results of checks and tests and relevant work completion procedures
- evaluate own actions and make 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
- respond to change and contribute to workplace responsibilities, such as current

REQUIRED SKILLS AND KNOWLEDGE

work site environmental and sustainability frameworks and management systems

- 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:

- job safety analysis (JSA) and safe work method statements
- material safety data sheets (MSDS)
- materials storage and environmentally friendly waste management
- plans, drawings and specifications
- processes for the calculation of material requirements
- quality requirements
- suspended ceiling installation techniques and processes, including levelling
- suspended ceiling installation, tools and equipment types, uses and limitations
- suspended ceiling materials and their preparation and applications
- wall and ceiling terminology
- 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 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
- install a minimum of two suspended ceilings, including one exposed and one concealed type to specification.

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:

- workplace location or simulated workplace
- materials relevant to the installation of suspended ceilings
- hand and power tools and equipment

EVIDENCE GUIDE

appropriate to the installation of suspended ceilings

- realistic activities covering the mandatory task requirements
- specifications and work instructions.

Assessment of this unit of competency may be in conjunction with assessment of other units commonly performed at the same time in normal job roles.

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 confidence in the person's demonstrated ability

EVIDENCE GUIDE

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
- MSDS
- memos
- regulatory and legislative requirements pertaining to the installation of suspended ceilings
- relevant Australian standards
- safe work procedures relating to the installation of suspended ceilings
- signage
- verbal, written and graphical instructions

RANGE STATEMENT

Planning and preparation
include:

- 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.

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:
 - lighting
 - manual handling
 - noise, dust and ventilation
 - power equipment
 - power sources and cables
 - traffic control
 - trip hazards
 - 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:
 - electric screw guns
 - hammers
 - manual levelling devices
 - measuring tapes and rules
 - nail bags
 - power drills

RANGE STATEMENT

	<ul style="list-style-type: none">• power leads• power saws• spanners• spirit levels• squares• trestles• may include:<ul style="list-style-type: none">• air compressors and hoses• laser levelling devices• nail guns• planks• pop riveters• system scaffolding.
Quality requirements include relevant regulations, including:	<ul style="list-style-type: none">• Australian standards• internal company quality policy and standards• manufacturer specifications• workplace operations and procedures.
Materials include:	<ul style="list-style-type: none">• base coats• fibre cement sheeting• finishing coats• infill panels and various surfaces• insulation materials• plasterboard• suspended ceiling components.
Environmental requirements include:	<ul style="list-style-type: none">• clean-up management• dust and noise• vibration• waste management.
Suspension systems include:	<ul style="list-style-type: none">• concealed or exposed• components, including:<ul style="list-style-type: none">• anchors and bolts• cross beams, rails and runners• droppers and suspension rods• furring channels• main beams, rails and runners• spacer bars.
Support structures include:	<ul style="list-style-type: none">• reinforced concrete ceiling and floor slabs• timber and steel floor, ceiling and rod framing.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area