



**Australian Government**

# **CPCPRF3021A Receive roofing materials**

**Release 1**

## **CPCPRF3021A Receive roofing materials**

### **Modification History**

Prerequisite unit changed

Changes to performance criteria, required skills and knowledge, range statement and critical aspects

Not equivalent to CPCPRF3011A

### **Unit Descriptor**

This unit of competency specifies the outcomes required to coordinate the delivery, receipt and handling of roofing materials on a site.

### **Application of the Unit**

Site location for work application may be either domestic or commercial and may be an existing structure being renovated, extended, restored or maintained.

### **Licensing/Regulatory Information**

In some jurisdictions, this unit of competency may form part of accreditation, licensing, legislative, regulatory or certification requirements.

### **Pre-Requisites**

CPCPCM2043A      Carry out WHS requirements

### **Employability Skills Information**

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

- |                            |  |
|----------------------------|--|
| <b>1 Prepare for work.</b> | <p>1.1 Plans and specifications are obtained and confirmed by site visit.</p> <p>1.2 <b><i>Work health and safety</i></b> (WHS) and <b><i>environmental requirements</i></b> materials handling are adhered to throughout the work.</p> <p>1.3 <b><i>Quality assurance requirements</i></b> are identified and adhered to according to workplace requirements.</p> <p>1.4 <b><i>Tools and equipment</i></b>, including personal protective equipment and barricades and signs, are selected and checked for serviceability.</p> <p>1.5 Work area is prepared to support efficient receipt of roofing materials.</p>        |
| <b>2 Plan delivery.</b>    | <p>2.1 Plans, specifications, <b><i>material</i></b> quantity details and other relevant <b><i>information</i></b> are interpreted to determine amount and type of material to be delivered to site.</p> <p>2.2 Site is visited to determine capacity, identify risks and hazards, and identify load-handling methods and techniques.</p> <p>2.3 Spot load limits on roof frame structure are obtained from structural engineer.</p> <p>2.4 Loads are sequenced according to job requirements and work site capacity.</p> <p>2.5 Orders are placed specifying items, quantities and sequence of delivery of each load.</p> |

- 2.6 Deliveries are planned and sequenced in conjunction with others involved in or affected by their arrival.
- 3 Receive delivery of materials.**
- 3.1 Employees are informed of delivery process.
- 3.2 Access to site for crane and other support vehicles and equipment is cleared and provided.
- 3.3 Delivery sites and spot load sites and material securing equipment are prepared.
- 3.4 Safety barricades and signs are positioned.
- 3.5 Loads are moved from delivery vehicle to spot load positions or other determined site location.
- 3.6 Loads are covered and secured to prevent damage according to standards and manufacturer requirements, and *faults are reported*.
- 3.7 *Sustainability principles and concepts* are observed when preparing for and undertaking work process.
- 4 Clean up.**
- 4.1 Safety barricades and signs are removed.
- 4.2 Work area is cleared and materials disposed of, reused or recycled according to legislation, regulation, codes of practice and job specification.
- 4.3 Tools and equipment are cleaned, checked, maintained and stored according to manufacturer recommendations and workplace procedures.
- 4.4 Documentation is completed according to workplace requirements.

## Required Skills and Knowledge

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

### Required skills

- communication skills to:
  - access information
  - determine requirements
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - follow instructions
  - inform employees of delivery process
  - plan and sequence deliveries with others
  - report faults
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
- initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials
- literacy skills to:
  - complete workplace documentation
  - read and interpret:
    - documentation from a variety of sources
    - plans and specifications
- numeracy skills to apply calculations
- planning and organising skills to:
  - coordinate receipt of deliveries of roofing materials to a work site
  - plan and set out work
  - sequence the delivery of materials
- relocating materials and securing them within the site
- 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
- technology skills to:
  - access and understand site-specific instructions in a variety of media
  - use mobile communication technology

### Required knowledge

- application of relevant regulations and workplace procedures

- deployment of relevant human and physical resources and facilities
- identification and correct use of equipment, processes and procedures
- job safety analysis (JSA) and safe work method statements (SWMS)
- methods of working and correct selection and use of equipment relevant to work activity
- relevant WHS regulations and fall protection codes and requirements
- relevant statutory requirements related to transportation and storage of roofing materials
- SI system of measurement
- techniques and procedures for delivery of roof plumbing materials
- workplace planning and estimation processes for delivery of roof plumbing materials

## 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 providing that simulated or project-based assessment techniques fully replicate plumbing and services 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:

- locating, interpreting and applying relevant information, standards and specifications to receiving roofing materials
- applying safety requirements throughout the work sequence, including electrical safety requirements and the use of personal protective clothing and equipment
- given the plans and specifications of a roofing project, assessing roofing material requirements, sequencing their delivery to correspond with a planned construction project, receiving the materials (including the location of spot points) and securing arrangements, ensuring:
  - application of sustainability principles and concepts
  - correct identification of requirements and details of their delivery
  - correct selection and use of appropriate processes, tools and equipment
  - completing all work to specification
  - compliance with regulations, standards and organisational quality procedures and processes
  - communicating and working effectively and safely with others.

### 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 minimum 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 working 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 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

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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.

***Work health and safety*** is to be according to commonwealth, state and territory legislation and regulations and may include:

- handling of materials
- hazard control
- personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including recognising and preventing hazards associated with:
  - electricity
  - hazardous materials and substances
  - lifting and placement of loads
  - service lines
  - surrounding structures and facilities
  - trip hazards
  - use of tools and equipment

- work site visitors and the public
- working at heights
- working in proximity to others
- use of firefighting equipment
- use of first aid equipment
- workplace environment and safety.

***Environmental requirements*** may include:

- clean-up protection
- waste management.

***Quality assurance requirements*** may include:

- Environment Protection Authority (EPA)
- internal company quality assurance policy and risk management strategy
- International Standards Organisation
- site safety plan
- workplace operations and procedures.

***Tools and equipment*** may include:

- barricades and signage
- fall protection equipment
- ladders
- lifting and load shifting equipment, including:
  - chain blocks
  - elevated work platforms
  - forklifts
  - hand trolleys
  - hoists and jacks
  - restricted height scaffolds
  - rollers.

***Materials*** that may be received include:

- blanket and batt types
- industrial roof components
- laminate
- metal rainwater products
- metal roof covers of concealed or pierce fixed types
- metal self drilling and tapping screws
- plastic building sheets for walls and roofs
- prefabricated roofing components
- rainwater goods
- rivets and sealants (silicon and solder)

- thermal insulation of reflective foil.

***Information*** may include:

- charts and hand drawings
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions
- material safety data sheets (MSDS)
- memos
- organisation work specifications and requirements
- plans and sketches
- regulatory and legislative requirements, particularly those pertaining to:
  - building codes
  - WHS and environmental requirements
  - plumbing regulations
- relevant Australian standards
- safe work procedures relating to receiving roofing materials
- signage
- verbal, written and graphical instructions
- work bulletins
- work schedules, plans and specifications.

***Fault reporting:***

- may be written or verbal
- is to be according to company's workplace procedures.

***Sustainability principles and concepts:***

- cover the current and future social, economic and environmental use of resources
- may include:
  - efficient use and recycling of material
  - disposing of waste material to ensure minimal environmental impact
  - selecting appropriate components to ensure minimal environmental impact.

## **Unit Sector(s)**

### **Functional area**

**Unit sector** Plumbing and services

## **Custom Content Section**

Not applicable.