



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT2219B Use hand-held tools

Release: 1

FPICOT2219B Use hand-held tools

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to use hand-held tools, including the selection and use of a variety of manual hand tools and power tools to be used for various tasks

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPICOT2219A Use hand-held tools

Application of the Unit

Application of the unit

The unit involves using hand-held tools in a range of work settings

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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. Prepare for using hand-held tools	<p>1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to using hand-held tools are identified and followed</p> <p>1.2. <i>Work order</i> is reviewed and clarified with <i>appropriate personnel</i></p> <p>1.3. Types of <i>hand-held tools</i> are identified for the tasks to be undertaken</p> <p>1.4. <i>Equipment</i> is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer recommendations</p> <p>1.5. Hand-held tool operating process is planned in line with site procedures</p> <p>1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Select and operate hand-held tools	<p>2.1. Production requirements are assessed and hand-held tools selected to complete the task</p> <p>2.2. Tools are checked before use and unsafe or faulty items are documented and marked for repair in line with organisational standard operating procedures</p> <p>2.3. Hand and power tools are used in line with manufacturer recommendations to produce the required outcomes</p> <p>2.4. Tool operation is regularly checked to assess the need for <i>sharpening</i> or other maintenance requirements</p> <p>2.5. <i>Operational maintenance</i> of hand and power tools is completed in line with organisational requirements, manufacturer specifications, and environmental and legislative regulations</p> <p>2.6. Hand-held tools and equipment faults are <i>recorded and reported</i> to the appropriate personnel</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

REQUIRED SKILLS AND KNOWLEDGE

Required skills

- Technical skills sufficient to use and maintain hand-held tools and equipment
- Communication skills sufficient to use appropriate interpersonal techniques with colleagues and others
- Literacy skills sufficient to follow legislation, regulations, standards, codes of practice and established safe practices and procedures for using hand-held tools; review, identify and report work requirements
- Numeracy skills sufficient to estimate the time required to complete tasks
- Problem solving skills sufficient to identify problems and faults; demonstrate appropriate response procedures

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for using hand-held tools
- Environmental protection requirements, including the safe disposal of waste material and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for using hand-held tools
- Environmental risks and hazards
- Characteristics of hand and power tools
- Sharpening equipment, methods and geometry
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their use, operation and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

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

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently use hand-held tools in line with organisational requirements

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to using hand-held tools
- following organisational policies and procedures relevant to using hand-held tools
- using hand-held tools in line with the work order and prescribed organisational requirements
- sharpening and maintaining hand-held tools in line with workplace and manufacturer specifications
- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

Context of and specific resources for assessment

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with

EVIDENCE GUIDE

application of required knowledge

- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

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.

OHS requirements:

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

RANGE STATEMENT

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling including shifting, lifting and carrying

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices

Legislative requirements:

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

Organisational requirements may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use, maintenance and storage

RANGE STATEMENT

- requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Work order is to include:**
- instructions for the use of hand-held tools for the completion of designated projects
- and may also include:
- instructions for the environmental monitoring of work and procedures
 - environmental care requirements relevant to the work
- Appropriate personnel may include:**
- supervisors
 - suppliers
 - clients
 - colleagues
 - managers
- Hand-held tools may include:**
- manual hand tools consisting of:
 - handsaws
 - knives
 - chisels
 - hammers
 - hand drills
 - files
 - rasps
 - portable power tools consisting of:
 - drills
 - grinders
 - sanders
 - saws
 - nail guns
- Equipment is to include:**
- procedures for equipment lock-out, such as protecting operators and co-workers from accidental injury by isolating the machine from the power source
- and may include:
- manual and portable power hand-held tools and equipment
- Communication may include:**
- verbal and non-verbal language
 - constructive feedback

RANGE STATEMENT

- active listening
 - questioning to clarify and confirm understanding
 - use of positive, confident and cooperative language
 - use of language and concepts appropriate to individual social and cultural differences
 - control of tone of voice
- Sharpening is to include:**
- pitch
 - angle
 - depth of cut
 - speed the knife or blade is sharpened at to obtain a sharp edge
- Operational maintenance may include:**
- sharpening
 - cleaning
 - lubricating
 - tightening
 - adjusting
- Records and reports may include:**
- knife or blade type
 - size
 - inspection information
 - grading and labelling outcomes
 - storage locations
 - quality outcomes
 - hazards
 - incidents
 - equipment malfunctions
- and may be:
- manual
 - computer-based system
 - other appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field Common Technical