



**Australian Government**

# **ICTTEN202 Use hand and power tools**

**Release: 2**

## ICTTEN202 Use hand and power tools

### Modification History

| Release   | Comments   |
|-----------|--|
| Release 2 | This version released with ICT Information and Communications Technology Training Package Version 5.0.       |
| Release 1 | This version first released with ICT Information and Communications Technology Training Package Version 2.0. |

### Application

This unit describes the skills and knowledge required to safely use hand and power tools in the workshop and on the worksite.

It applies to individuals who may work as technical staff and who may make use of safety equipment and workshop facilities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Telecommunications – Telecommunications Networks Engineering

### Elements and Performance Criteria

| ELEMENT  | PERFORMANCE CRITERIA  |
|--|---|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>  |
| 1. Prepare for work activity                     | 1.1 Identify the type of work to be performed from work instructions<br>1.2 Select appropriate hand and power tools for work to be performed in line with industry standards or specified approved tools for use<br>1.3 Set up and check tools for use according to industry approved information<br>1.4 Examine work environment and plan work with tools to |

| <b>ELEMENT</b>                             | <b>PERFORMANCE CRITERIA</b>  |
|--|--|
|  | <p>maximise safety and productivity</p> <p>1.5 Clear and clean work area to make it free of obstructions and allow clear access to tools</p>   |
| 2. Prepare work piece for tool use         | <p>2.1 Mount, support or align work piece correctly to the tool or machine to be used</p> <p>2.2 Anchor work piece securely where necessary to prevent movement</p>  |
| 3. Operate hand and power tools            | <p>3.1 Use hand and power tools correctly according to industry and enterprise safe working practices</p> <p>3.2 Use safety equipment during tool operation according to industry and enterprise safe working practices</p> <p>3.3 Monitor tool operation continuously and discontinue use if abnormal operation occurs</p> <p>3.4 Clean work area on completion of work</p> |
| 4. Maintain hand and power tools after use | <p>4.1 Clean and store tools according to industry and enterprise safe working practices</p> <p>4.2 Report abnormal tool operation or other problems according to established procedures</p> <p>4.3 Perform programmed maintenance of tools according to work role</p> <p>4.4 Arrange inspection of power tools according to regulatory requirements</p>                     |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| <b>Skill</b>               | <b>Description</b>  |
|----------------------------|---|
| Reading                    | <ul style="list-style-type: none"> <li>Interprets and understands complex information required for preparation and use of tools</li> </ul>  |
| Writing                    | <ul style="list-style-type: none"> <li>Completes workplace documentation accurately using appropriate form and vocabulary</li> </ul>  |
| Navigate the world of work | <ul style="list-style-type: none"> <li>Follows legislative requirements and organisational protocols, policies and procedures relevant to own role, with particular emphasis on safety</li> </ul> |

|                   |  |
|-------------------|--|
| Get the work done | <ul style="list-style-type: none"> <li>Plans and prioritises tasks, developing and implementing a work program in line with expectations and work role</li> <li>Makes decisions around immediate, clearly defined tasks regarding use of tools, personal protective equipment (PPE), cleaning agents and waste disposal</li> </ul> |
|-------------------|--|

## Unit Mapping Information

| Code and title<br>current version              | Code and title<br>previous version             | Comments  | Equivalence status |
|--|--|---|--------------------|
| ICTTEN202 Use hand and power tools (Release 2) | ICTTEN202 Use hand and power tools (Release 1) | Updates to performance criteria.<br>Updates to template to apply consistent format between units. | Equivalent unit    |

## Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>