



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMFFL2001A Use flooring technology sector hand and power tools**

**Revision Number: 1**

## LMFFL2001A Use flooring technology sector hand and power tools

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the competency to use hand and power tools in applications relating to the flooring and finishing sector of the furnishing industry.
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### Application of the Unit

<b>Application of the unit</b>	This unit supports the attainment of skills and knowledge required for competent workplace performance in the wide variety of flooring technology operations. The competency applies to a work room and on site environment and involves application of skills and knowledge at a production and trade worker level. These skills and knowledge are to be used at the production and trade worker levels.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## 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.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify hand and power tools	1.1. Applicable <b>OHS, legislative</b> and <b>organisational</b> requirements relevant to the use of flooring sector hand and power tools. are verified and complied with 1.2. <b>Types of hand and power tools</b> and their functions are identified from <b>relevant information sources</b> 1.3. <b>Sources of power supply</b> are recognised
2. Select hand tools	2.1. Hand tools are selected consistent with the needs of the job 2.2. Tools are checked for serviceability and safety and any <b>faults</b> are corrected or processed for repair 2.3. Equipment is selected to hold or support material for hand tool application where applicable
3. Use hand tools	3.1. Material is located and held in position for hand tool application 3.2. Hand tools are safely and effectively used according to their intended use 3.3. Hand tools are safely located when not in immediate use
4. Select power tools	4.1. Appropriate <b>personal protective equipment</b> is selected, correctly fitted and used 4.2. Power tools are selected consistent with the needs of the job in accordance with conventional work practice 4.3. Power tools are visually checked for serviceability/safety in accordance with OHS requirements and any faults are sent for repair 4.4. Equipment is selected to hold or support materials for power tool application where applicable
5. Use power tools	5.1. Material is located and held in position for power tool application where applicable 5.2. Power tools are safely and effectively used in application processes 5.3. Power tools are safely located when not in use
6. Clean up work area and tools	6.1. All tools are cleaned, maintained and stored 6.2. Equipment is cleaned, maintained and stored 6.3. Work area is cleared and waste removed

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of faults and problems
- collect and understand information related to the use and maintenance of hand and power tools
- work with others and in a team by recognizing dependencies and using cooperative approaches to optimise work flow and productivity
- use pre-checking and inspection techniques to anticipate flooring sector hand and power tool malfunctions or misuse to avoid re-work and wastage
- recognise and respond to circumstances outside instructions or personal competence
- plan and organize activities, including the preparation and layout of the worksite and the obtaining of tools
- use mathematical ideas and techniques to correctly complete measurements and estimate other material requirements
- clarify and confirm work instructions
- plan work within given task parameters
- accept responsibility for given tasks
- set, monitor and satisfy personal work goals
- satisfy the competency requirements for the job
- maintain current knowledge of:
  - tools and materials
  - installation techniques
- seek learning opportunities
- use workplace technology related to the use and operator maintenance of hand and power tools and associated materials

#### Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to preparing and presenting design information relevant to the use of hand and power tools
- organisational and site standards, requirements, policies and procedures for preparing and presenting design information for the use of hand and power tools
- types of hand and power tools and procedures for their safe use, operation and maintenance
- function, purpose and operator maintenance requirements of hand tools used in the furnishing technology workplace
- function, purpose and operator maintenance requirements of power tools used in

**REQUIRED SKILLS AND KNOWLEDGE**

- the furnishing technology workplace
- environmental protection requirements
- established communication channels and protocols
- problem identification and resolution

## 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.

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

- Apply safe handling practices for equipment, products and materials
- Adopt and carry out correct procedures prior to and during use of the hand and power tools prescribed above in the Range Statement
- Follow work instructions, operating procedures and inspection practices to:
  - prevent damage to goods, equipment and products
  - maintain required production output and product quality
  - minimise the risk of injury to self and others
- Apply sector hand and power tools correctly and safely
- Complete operator maintenance on sector hand and power tools
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

#### Context of, and specific resources for assessment

- The application of 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 essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
  - workplace location or simulated workplace
  - a range of hand and power tools relevant to the sector(s)
  - access to manufacturer/user instructions and/or manuals
- Assessment may be in conjunction with any other technical unit requiring the use of hand and power tools

**EVIDENCE GUIDE****Method of assessment**

Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge

Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application

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



## 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.

<b>OHS requirements</b>	<ul style="list-style-type: none"> <li>are to be in accordance with Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, First Aid equipment, hazard and risk control and elimination of hazardous materials and substances, manual handling, including lifting and carrying</li> </ul>
<b>Legislative requirements</b>	<ul style="list-style-type: none"> <li>are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include but not be limited to 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 and heritage</li> </ul>
<b>Organisational requirements</b>	<ul style="list-style-type: none"> <li>may include but not be limited to 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, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)</li> </ul>
<b>Flooring (preparation) sector hand and power tools</b>	<ul style="list-style-type: none"> <li>are to include angle grinder, scrapers, skutch hammers and chisels, bolsters, hand brushes and brooms, vacuum cleaners, hand trowels, smoothing trowels, spikey roller, spike shoes, carborundum stone, spatulas, gauging tools,</li> </ul>

<b>RANGE STATEMENT</b>	
	screed bar, laser levels, string lines, drills, mixing paddles, batching buckets, moisture meters and material pumps
<b>Flooring (carpet) sector hand and power tools</b>	<ul style="list-style-type: none"> <li>are to include utility knife, carpet knee kicker, power stretcher, carpet wall trimmer, carpet stair tool, trolley, hammer, trimming knife, heat seam iron, spiked carpet roller, weight or seam roller, awl, carpet spreader, carpet shears, napping shears, loop pile cutter, moulding lifter and sewing needle</li> </ul>
<b>Flooring (resilient) sector hand and power tools</b>	<ul style="list-style-type: none"> <li>are to include utility knife, straight edge, square, chalk and chalk-line, tape measure, hacksaw, serrated trowel, hammer, edge trimmer, recess scribe and pre-formed linoleum recess scribes, scribing bar, grooving tool, straight edge, divider, roller, gas bottle and gun, rubber mallet, paint brush and bucket, spatula knife, trolley, liquid seam sealer, seam sealer applicator, wall trimmer, hot air welding gun, furling iron and trolley</li> </ul>
<b>Flooring (timber) sector hand and power tools</b>	<ul style="list-style-type: none"> <li>are to include hammer, compressor, staple gun, bar scribe, utility knife, straight edge, drill, hand saw, chisels, drop saw, nail gun, secret nails, planer, circular saw and combination saw</li> </ul>
<b>Relevant information sources</b>	<ul style="list-style-type: none"> <li>Hand and power tool manufacturer specifications and operational procedures</li> <li>Workplace procedures relating to OHS, tool handling and operation, reporting and communication</li> <li>Work instructions, including job sheets, plans, drawings and designs</li> </ul>
<b>Sources of power supply</b>	<ul style="list-style-type: none"> <li>may be single or three phase</li> </ul>
<b>Fault reporting</b>	In the operation of hand and power tools fault reporting may be verbal or written
<b>Personal protective equipment</b>	<ul style="list-style-type: none"> <li>is to include that prescribed under legislation, regulation and enterprise policies and practices</li> </ul>

**Unit Sector(s)**

<b>Unit sector</b>	Flooring technology
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**Competency field**

<b>Competency field</b>	General
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**Co-requisite units**

<b>Co-requisite units</b>		