



**Australian Government**

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

# **LMFFL2003A Select, operate and maintain floor covering cutting machine**

**Revision Number: 1**

## LMFFL2003A Select, operate and maintain floor covering cutting machine

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the competency to operate and maintain cutting machine equipment in applications relating to the preparation of floor coverings in a workroom.
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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 sub-floor preparation operations. The competency applies to an off-site environment and involves application of skills and knowledge at a sub-trade worker level. These skills and knowledge are to be used within the scope of the individual's job and authority.
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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. Prepare for work	1.1. Applicable <i>legislative, OHS</i> and <i>organisational</i> requirements relevant to the use of cutting equipment, are verified and complied with 1.2. <i>Types of cutting equipment</i> and their functions are identified from <i>relevant information sources</i> 1.3. <i>Sources of power supply</i> are recognised
2. Start-up checks on cutting equipment are conducted	2.1. Cutting equipment and <i>attachments</i> are selected consistent with the needs of the job 2.2. Cutting equipment is checked for serviceability and safety and any <i>faults</i> are correct or processed for repair
3. Prepare to cut floor coverings	3.1. Appropriate <i>personal protective equipment</i> is selected, correctly fitted and used 3.2. Load the roll of floor covering on to the cutting machine 3.3. Preparing to measure the floor covering 3.4. Programming the counter to make the cut.
4. Cut floor coverings	4.1. <i>Work sequence</i> and starting point are selected 4.2. Rolling up the floor coverings 4.3. Cutting the floor coverings 4.4. Wrapping the floor coverings 4.5. Remove roll of floor coverings from the cutting machine
5. Clean up work area and tools	5.1. All tools are cleaned, maintained and stored 5.2. Equipment is cleaned, maintained and stored 5.3. 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 floor covering cutting equipment
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- use pre-checking and inspection techniques to anticipate problems when operating and maintaining floor covering cutting machines to avoid rework 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 floor covering cutting machines and associated materials

#### Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the use of floor covering cutting equipment
- Standards including AS/NZS 2455 and AS 1884 (1985)
- organisational and site standards, requirements, policies and procedures for the use of floor covering cutting equipment
- types of floor covering cutting machines and procedures for their safe use, operation and maintenance
- floor covering cutting machine attachments, their uses, limitations and maintenance requirements
- environmental protection requirements

<b>REQUIRED SKILLS AND KNOWLEDGE</b>
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| <ul style="list-style-type: none"><li>• established communication channels and protocols</li><li>• problem identification and resolution</li></ul> |
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## 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

- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for operating and maintaining floor covering cutting equipment
- Apply safe handling practices for equipment, products and materials
- Adopt and carry out correct procedures prior to and during use of the cutting equipment 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
- Cut resilient and carpet floor coverings using 'cut and roll' floor covering cutting machines to manufacturer specification and enterprise requirements.
- Complete operator maintenance on floor covering cutting equipment
- 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
  - access to a floor covering cutting machine
  - access to manufacturer/user instructions and/or

<b>EVIDENCE GUIDE</b>	
	<p>manuals</p> <ul style="list-style-type: none"> <li>• floor covering material required to be cut</li> </ul>
<b>Method of assessment</b>	<p>Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package</p> <p>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</p> <p>Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application</p> <p>Assessment may be applied under project related conditions (real or simulated) and require evidence of process</p> <p>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</p> <p>Assessment may be in conjunction with assessment of other related units of competency</p>



## Range Statement

<b>RANGE STATEMENT</b>	
<p>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.</p>	
<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>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, control of hazardous materials and substances, manual handling including lifting and carrying</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>Types of cutting equipment</b>	<ul style="list-style-type: none"> <li>are to include 'cut and roll' floor covering cutting machines</li> </ul>
<b>Relevant information sources</b>	<ul style="list-style-type: none"> <li>Cutting machine manufacturer specifications and operational procedures</li> <li>Workplace procedures relating to ohs, tool</li> </ul>

<b>RANGE STATEMENT</b>	
	handling and operation, reporting and communication <ul style="list-style-type: none"> <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>• electric and pneumatic</li> </ul>
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• may include computer-aided software</li> </ul>
<b>Fault reporting</b>	<ul style="list-style-type: none"> <li>• in the operation of cutting equipment may be verbal or written</li> </ul>
<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>
<b>Work sequence</b>	<ul style="list-style-type: none"> <li>• is likely to include start up procedures,</li> <li>• is likely to cover inspect, select equipment and accessories, clean sub-floor, smoothing, cleaning and rework</li> </ul>
<b>Standards</b>	<ul style="list-style-type: none"> <li>• AS/NZS 2455 and AS 1884 (1985)</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Flooring Technology
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## Competency field

<b>Competency field</b>	Resilient and Carpet
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## Co-requisite units

<b>Co-requisite units</b>		

