



**Australian Government**

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

# **LMFFL3001A Plan and cost flooring technology work**

**Revision Number: 1**

## LMFFL3001A Plan and cost flooring technology work

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit specifies the outcome required to identify and analyse work requirements, to plan the work including identification of all resources and to cost the work as a part of a tender or quotation.
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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 an on site environment and involves application of skills and knowledge at a 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. Identify and analyse work requirements	1.1. Applicable <i>legislative</i> , <i>OHS</i> and <i>organisational</i> requirements relevant to the planning and costing of flooring technology work are verified and complied with 1.2. Details of customer requirements are obtained through discussion with customer or from <i>information</i> required 1.3. Details of the <i>site conditions</i> are confirmed from reports or physical inspection 1.4. Details of products and/or services required for the work are identified, developed and quantified 1.5. Delivery point and methods of transportation are determined 1.6. Details are recorded in accordance with enterprise practice
2. Develop a work plan	2.1. The technical and material options for completing the work are identified and considered 2.2. The outline work proposal is confirmed with the client and amended as necessary 2.3. <i>A detailed work plan</i> is developed and recorded
3. Estimate materials, time and labour	3.1. Types and quantities of <i>materials</i> required for the work plan are calculated 3.2. Types and duration of usage of major <i>tools and equipment</i> required to support the work plan are calculated 3.3. <i>Labour</i> requirements to support the preparation for and implementation of the work plan are calculated 3.4. Time requirements to complete the work plan are estimated
4. Calculate costs	4.1. Total materials, labour and equipment costs are calculated in accordance with enterprise procedures 4.2. Total job cost is calculated, including overheads and mark-up percentages 4.3. Final cost to customer is calculated
5. Document details and verify where necessary	5.1. Details of job costs and charges are documented in accordance with enterprise practice 5.2. Calculations, costs or other details are verified in accordance with enterprise practice 5.3. Customer quotation is prepared

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	5.4. Details are documented for future reference in accordance with enterprise practice

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- collect, organise and understand information related to work orders, work plans and safety procedures
- communicate ideas, information and advice to client to enable confirmation of work requirements, plans and specifications
- document quotations and tender support schedules
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- apply inspection and analysis techniques to anticipate work problems and plan around these
- recognise and respond to circumstances outside instructions or personal competence
- adopt a proactive relationship with the client
- plan activities covering the choice of work method, the preparation and layout of the worksite, the identification of equipment and materials and the incorporation of these into a work plan
- use mathematical ideas and techniques to correctly complete measurements, estimate material, labour and overhead requirements and accurately cost the product/service
- 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 the workplace technology related to the planning and costing of the work including measuring devices, calculators and computing services

#### Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the planning and costing of flooring technology work
- AS/NZS 2455 and AS1884 (1985)
- preparing and presenting design information
- organisational and site standards, requirements, policies and procedures for preparing and presenting design information

**REQUIRED SKILLS AND KNOWLEDGE**

- floor preparation methods and techniques
- floor covering, installation and finishing techniques applicable to the required streams
- types of major tools and equipment, their applications, planning and costing techniques and data
- costing techniques for labour and materials
- overhead components and costing techniques
- 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

- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for planning and costing flooring operations
- Interpret specifications and instructions for products and materials to be used
- Interpret work orders
- Document and communicate work-related information including: customer requirements, products, materials and labour required, costing calculations for products, materials and labour, and special conditions
- Use of calculators, computer programs and other aids in the estimation and cost calculation processes
- Estimate and cost three varied jobs including:
  - estimate quantities of material required
  - determine the types and amount of labour required to complete the work
  - estimate time required to complete the work
  - estimate overheads associated with the job
- 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 realistic planning and costing requirement
  - a customer requiring technical, planning and



<b>EVIDENCE GUIDE</b>	
	<p>costing advice</p> <ul style="list-style-type: none"> <li>• specific information covering materials, equipment, labour and overheads required for the planning and costing work</li> <li>• specifications and work instructions</li> <li>• details of the work requirements and options</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 other related units of competency e.g. Inspect sub-floors</p>

## 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>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>Information</b>	<ul style="list-style-type: none"> <li>Enterprise work orders and instructions</li> <li>Industry codes and symbols</li> <li>Product designs, patterns and prototypes</li> <li>Building/architectural plans</li> <li>Australian, international and enterprise quality</li> </ul>

<b>RANGE STATEMENT</b>	
	<p>standards and procedures</p> <ul style="list-style-type: none"> <li>• Work scheduling documentation</li> <li>• Job Procedures</li> </ul>
<b>Site conditions</b>	<ul style="list-style-type: none"> <li>• may include access requirements, building project status, power supply, lighting, temperature, humidity, heating/cooling requirements, ventilation, other site-based activities and security arrangements</li> </ul>
<b>Detailed Work Plan</b>	<ul style="list-style-type: none"> <li>• is to provide sufficient detail for an auditable costing of the work and is to cover: <ul style="list-style-type: none"> <li>• work area isolation/protection</li> <li>• work permits as applicable</li> <li>• work timings and program</li> <li>• floor preparation</li> <li>• covering/installation</li> <li>• finishing</li> <li>• personnel and timings by labour type</li> <li>• transportation methods and costs</li> </ul> </li> </ul>
<b>Materials</b>	<ul style="list-style-type: none"> <li>• may include those applicable to the particular stream and work requirements: <ul style="list-style-type: none"> <li>• floor preparation materials may include primers, cementitious products, aggregates, sands</li> <li>• carpeting materials may include floor covering protection materials, underlay, carpet cushion, gripper strips, metal mouldings, PVC fittings, carpet, adhesives and primers</li> <li>• resilient flooring materials may include floor covering protection materials, linoleum, vinyl, rubber, adhesives, primers, PVC and metal mouldings</li> <li>• polishing and finishing materials may include floor covering protection materials, coatings, catalysts, fillers, discs, belts and other consumables</li> <li>• timber flooring materials include floor covering protection materials, timber product and fixings</li> </ul> </li> </ul>
<b>Tools and equipment</b>	<ul style="list-style-type: none"> <li>• may include those applicable to the particular stream and work requirements:</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• floor preparation may include grinders, scarifiers, demolition equipment, compressors, generators</li> <li>• carpet laying operations may include hoisting and cartage, generators, compressors</li> <li>• resilient flooring operations may include hoisting and cartage, generators, compressors</li> <li>• polishing and finishing operations may include edge sander, floor sander (belt or split drum), rotary sander, orbital sander, generators, compressors</li> <li>• timber flooring may include nail gun, generators, compressors</li> </ul>
<b>Labour requirements</b>	<ul style="list-style-type: none"> <li>• are to cover normal and overtime estimates and include both direct and indirect costs covering employees and contractors</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>	

