



Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3203A Install commercial carpet floor coverings

Revision Number: 1

LMFFL3203A Install commercial carpet floor coverings

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competencies required to install commercial grade carpet to multiple connecting rooms, large commercial areas, multi-storey buildings, including preparation, cutting, layout, joining, power stretching and finishing of carpet floor coverings.
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Application of the Unit

Application of the unit	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

Prerequisite units	Nil	

Employability Skills Information

Employability skills	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 installation	<p>1.1. Applicable <i>legislative, OHS</i> and <i>organisational</i> requirements relevant to install <i>commercial carpet floor covering</i> are verified and complied with</p> <p>1.2. <i>Instructions</i> and/or plans are read and interpreted to identify the process required to complete work tasks</p> <p>1.3. Resources required in terms of labour, equipment, materials, transport, site loading and hoisting, storage facilities, air conditioning, heating, lighting, power supply, security and time are assessed</p> <p>1.4. <i>Tools, equipment</i> and <i>materials</i> are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition</p> <p>1.5. Sequence of work is planned, including the starting point, to ensure efficiency and quality of installation</p>
2. Set out materials	<p>2.1. Carpet to be installed is checked against order</p> <p>2.2. Commercial carpet floor coverings are acclimatised according to manufacturer recommendations</p> <p>2.3. Type of perimeter finishing, joining materials, gripper strip, metal mouldings and cover strips are selected following specification or work order</p> <p>2.4. Underlay, gripper strips and metal mouldings are inspected to confirm correct fitting</p> <p>2.5. Work area is cleared of scraps or other contaminants</p> <p>2.6. Working lines and starting point are established</p>
3. Lay floor covering	<p>3.1. Instructions and sequence for laying and fixing are followed</p> <p>3.2. Carpet pieces are laid out and checked for size, direction of pile</p> <p>3.3. Stretching equipment, joining and fixing methods are used following manufacturer instructions and Australian Standards</p> <p>3.4. Cover and finishing strips are suitably fixed for the type of sub floor</p> <p>3.5. Protective coverings are installed as specified</p> <p>3.6. Finished work is inspected for compliance with work order, workplace and Australian Standards of finish</p>
4. Complete housekeeping	<p>4.1. Unused materials are stored or recycled as required</p> <p>4.2. Tools and equipment are cleaned and stored</p>

ELEMENT	PERFORMANCE CRITERIA
	appropriately 4.3. Work area is cleaned and rubbish disposed of appropriately 4.4. Workplace documentation and/or reporting is completed

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, basic plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- 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 in the installation of commercial carpet floor coverings to avoid re-work and wastage
- recognise and respond to circumstances outside instructions or personal competence
- plan and organise activities including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, work flow interruptions or wastage
- use mathematical ideas and techniques to correctly complete measurements, calculate area 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 the limited workplace technology related to the installation of commercial carpet floor coverings including tools, equipment, calculators and measuring devices.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to installation of commercial carpet
- organisational and site standards, requirements, policies and procedures for the installation of commercial carpet
- environmental protection requirements
- established communication channels and protocols
- problem identification and resolution

REQUIRED SKILLS AND KNOWLEDGE

- types of tools and equipment and procedures for their safe use, operation and maintenance
- characteristics of materials, products and defects
- set up and operation of equipment
- procedures for the recording, reporting and maintenance of workplace records and information
- appropriate mathematical procedures for estimation and measurement
- characteristics and requirements for underlays
- type, characteristics, uses and limitations of commercial carpets
- techniques for:
 - stretching and joining carpet
 - the use of Velcro and equivalent systems
- workplace safety system requirements related to carpet installation
- work flow in relation to preparation, layout, stretching, cutting and finishing of carpet

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 installing commercial carpet
- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- 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
- Complete a minimum of:
 - commercial tufted carpet installation using the carpet gripper strip system to an area containing at least three rooms connected by a common corridor including at least three seam joins and three cross joins
 - commercial woven carpet installation using the carpet gripper strip system to an area containing at least three and a half broadloom widths of carpet by approximately ten metres in length and including at least one cross join
 - commercial tufted carpet installation using the carpet gripper strip system to an area of a minimum of fifteen lineal metres by twelve lineal metres containing a lift lobby or similar obstacle
- 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,

EVIDENCE GUIDE	
	<p>other than confirmatory questions, will usually be conducted in an off-site context</p> <ul style="list-style-type: none"> • Assessment is to comply with relevant regulatory or Australian Standards requirements • The following resources should be made available: <ul style="list-style-type: none"> • workplace location or simulated workplace • materials and equipment relevant to laying commercial carpet floor covering • specifications and work instructions
Method of assessment	<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 units of competency</p>

Range Statement

RANGE STATEMENT	
<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>	
Legislative requirements	<ul style="list-style-type: none"> 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
OHS requirements	<ul style="list-style-type: none"> 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
Organisational requirements	<ul style="list-style-type: none"> 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)
Commercial carpet floor coverings	<ul style="list-style-type: none"> may include tufted carpet, woven carpet and fusion bonded carpet
Instructions	<ul style="list-style-type: none"> Workplace procedures relating to the use and operation of tools

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Work instructions, including job sheets, plans, drawing and designs • Workplace procedures relating to reporting and communication • Manufacturer instructions for the use of equipment and materials
Tools and equipment	<ul style="list-style-type: none"> • are to include carpet knee kicker, power stretcher, carpet stair tool, hand trucks, carpet trolleys, hammer, utility knife, hook knife, carpet wall trimmer, heat seam iron, spiked carpet roller, weight or seam roller, awl, carpet spreader, carpet shears, napping shears, loop pile cutter, cushion backed cutter, moulding lifter and sewing needle
Materials	<ul style="list-style-type: none"> • may include but are not limited to commercial architectural carpet gripper strips, metal mouldings and PVC trims, heat seam tape, hessian tape, thread and adhesives

Unit Sector(s)

Unit sector	Flooring Technology
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Competency field

Competency field	Carpet
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Co-requisite units

Co-requisite units		