



Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3503A Install direct stick timber flooring

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to directly stick a pre-finished, engineered or direct stick timber floor within a space to a hard underlay base or sub-floor.
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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 the 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 work	<p>1.1. Applicable legislative, OHS and organisational requirements relevant to the installation of direct stick timber flooring are verified and complied with</p> <p>1.2. Instructions and/or plans are read and interpreted to identify process required to complete work tasks</p> <p>1.3. Sub-floor condition is assessed for suitability for installation of direct stick timber flooring consistent with Australian Standards, industry standards and manufacturer recommendations</p> <p>1.4. Suitable underlays, adhesives, trims and accessories are selected as required.</p> <p>1.5. Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition</p> <p>1.6. Sequence of work is planned, including the starting point, to ensure efficiency and quality of installation</p>
2. Set out materials for installation	<p>2.1. Pre-finished, engineered or direct stick timber flooring are acclimatised according to manufacturer recommendations</p> <p>2.2. Pre-finished, engineered or direct stick timber flooring for fixing are organised and used in accordance with relevant safety management requirements</p> <p>2.3. Skirting boards or cover trims are removed or undercut if required and stored for refitting or sent for machining</p> <p>2.4. Adhesives and edge direct sticks are prepared for use as required</p> <p>2.5. Working lines and starting point are established</p>
3. Cut flooring	<p>3.1. Instructions and sequence for laying and fixing are followed</p> <p>3.2. Appropriate underlay is laid according to manufacturer recommendations</p> <p>3.3. Pre-finished, engineered or direct stick timber flooring are laid out to meet directional sequence, pattern match, specification requirements and to minimise waste and joins as appropriate</p> <p>3.4. The aesthetics of the materials are maximised where appropriate, matching grains and colours</p> <p>3.5. Pre-finished, engineered or direct stick timber</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>flooring materials are accurately and clearly marked for cutting</p> <p>3.6. Timber battens are accurately and clearly marked for cutting</p> <p>3.7. Timber flooring is cut to length and size for final laying ensuring minimum waste</p>
4. Lay flooring	<p>4.1. Materials for fixing are organised and used in accordance with relevant safety management requirements</p> <p>4.2. Adhesives and edge direct sticks/accessories are prepared for use as required</p> <p>4.3. Fixing methods and equipment are used following manufacturer recommendations</p> <p>4.4. Appropriate field and perimeter expansion joints are allowed</p> <p>4.5. Skirting boards or cover trims are fitted/re-fitted and finished</p> <p>4.6. Finished job is inspected and any imperfections are rectified following workplace procedures</p>
5. Complete housekeeping	<p>5.1. Unused materials are stored or recycled as required</p> <p>5.2. Tools and equipment are cleaned and stored appropriately</p> <p>5.3. Work area is cleaned and rubbish disposed of appropriately</p> <p>5.4. Workplace documentation is completed</p>

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 installing direct stick timber flooring 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
 - parquetry installation techniques
- seek learning opportunities
- use the limited workplace technology related to the installing direct stick timber flooring including tools, equipment, calculators and measuring devices.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to installation of direct stick timber flooring
- organisational and site standards, requirements, policies and procedures for the installation of direct stick timber flooring
- environmental protection requirements
- types, characteristics, uses and limitations of:
 - direct stick timber flooring installed
 - installation adhesives

REQUIRED SKILLS AND KNOWLEDGE

- types and uses of tools and equipment used during the installation of direct stick timber flooring
- basic wood working techniques relevant to the installation of timber direct stick flooring installed
- workplace safety system requirements relevant to the installation of direct stick timber flooring
- work flow in relation to the laying of direct stick timber flooring operations
- characteristics and requirements of sub-floor preparation
- appropriate mathematical procedures for estimation and measurement
- procedures for the recording, reporting and maintenance of workplace records and information

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 direct stick timber flooring on battens
- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including the use of personal protective equipment
- Apply ventilation standards
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Complete a minimum of three installations of the following types of installation:
 - glue-together system
 - direct stick system
 - self locking system
 - inserted plastic tongue system
- 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:
 - a realistic direct stick timber floor installation

EVIDENCE GUIDE	
	<p>requirement</p> <ul style="list-style-type: none"> • workplace location or simulated workplace • materials and equipment relevant to installing direct stick timber flooring • 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

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.

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)
Direct stick timber flooring	<ul style="list-style-type: none"> includes direct stick tongue and groove floating floors and manufactured engineered flooring used for indoor sporting applications
Instructions	<ul style="list-style-type: none"> Workplace procedures relating to the use and operation of tools and equipment

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Workplace instructions, instructions, including job sheets, plans, drawings and designs • Workplace procedures relating to reporting and communications • Manufacturer instructions for the use of equipment and materials
Adhesives	<ul style="list-style-type: none"> • are to include PVA, epoxies and polyurethane elastomeric
Tools and equipment	<ul style="list-style-type: none"> • are to include drop saw, jig saw, hand saw, undercut saw, plunge saw, hammer, bar scriber and utility knife • may include circular saw, bench saw, straight edge, cramps, clamps, staple gun, secret nailer, roller, flooring cramps, strap clamps, wall clamps, sanding machines (drum, belt and rotary) and edger
Materials	<ul style="list-style-type: none"> • may include but not be limited to flooring materials, underlay, edge direct sticks, tapes, adhesives, metal fixings

Unit Sector(s)

Unit sector	Flooring Technology
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Competency field

Competency field	Timber
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Co-requisite units

Co-requisite units		

