



Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3505A Install block parquet flooring

Revision Number: 1

LMFFL3505A Install block parquet flooring

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to prepare, set out, cut and install block parquet flooring in domestic and commercial sites
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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 block parquetry are verified and complied with</p> <p>1.2. Workplace health and safety requirements, including personal protection needs, are observed throughout the work</p> <p>1.3. Instructions and/or plans are read and interpreted to identify process required to complete work tasks</p> <p>1.4. Sub-floor condition is assessed for suitability for installation of block parquetry flooring consistent with Australian Standards, industry standards and manufacturer recommendations</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. Skirting boards or cover trims are removed or undercut if required and stored for re-fitting</p> <p>1.7. Sequence of work is planned, including the starting point, to ensure efficiency and quality of installation</p>
2. Set out block parquetry flooring	<p>2.1. Block parquetry flooring are acclimatised according to manufacturer recommendations</p> <p>2.2. Block parquetry flooring for fixing are organised and used in accordance with relevant safety management requirements</p> <p>2.3. Adhesives and edge strips are prepared for use as required</p> <p>2.4. Area to be covered is measured, working lines and starting point are established</p>
3. Layout and cut parquetry blocks	<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. Block parquetry flooring is laid out to meet directional sequence, pattern match, specification requirements and to minimise waste and joins</p> <p>3.4. The aesthetics of the materials are maximised, including matching grains and colours</p> <p>3.5. Parquetry blocks are accurately and clearly marked for cutting</p>

ELEMENT	PERFORMANCE CRITERIA
	3.6. Parquet blocks are cut where required to provide appropriate size and shape ensuring minimum waste
4. Install block parquet	4.1. Adhesives and edge strips/accessories are prepared for use as required 4.2. Adhesives are used following workplace procedures 4.3. Fixing methods and equipment are used following manufacturer recommendations 4.4. Parquet is installed and fixed to produce required pattern 4.5. Appropriate field and perimeter expansion joints are allowed 4.6. Skirting boards or cover trims are fitted/refitted and finished 4.7. Finished job is inspected and any imperfections are rectified following workplace procedures
5. Complete housekeeping	5.1. Off-cuts or leftover materials are collected and removed following workplace procedures 5.2. Tools and equipment are cleaned, maintained and stored 5.3. Work area is cleaned and waste material is removed and disposed of safely 5.4. Documentation/reporting is completed following workplace procedures

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 block parquetry installation problems 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 installation of block parquetry, including tools, equipment, calculators and measuring devices.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to installation of block parquetry
- organisational and site standards, requirements, policies and procedures for the installation of block parquetry
- environmental protection requirements
- types, characteristics, uses and limitations of block parquetry flooring
- types and uses of tools and equipment used during the installation of block parquetry flooring

REQUIRED SKILLS AND KNOWLEDGE

- types, uses and limitations of adhesives
- workplace safety systems relevant to the installation of block parquet flooring
- work flow in relation to the laying of block parquet flooring
- 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 block parquet flooring
- 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
- Establish and maintain appropriate ventilation
- Follow work instructions, operating procedures and inspection practices to:
 - prevent damage to goods, equipment and products
 - minimise the risk of injury to self and others
 - achieve a final finish in accordance with Australian Standards and accepted industry practices
- Complete a minimum of two block parquet floors, which are to include at least:
 - one personally designed pattern
 - one block floor, herringbone pattern with a two block border
- 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 block parquet installation requirement

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • workplace location or simulated workplace • materials and equipment relevant to the installation of block parquet • 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)
Instructions	<ul style="list-style-type: none"> • Workplace procedures relating to the use and operation of tools and equipment • Workplace instructions, instructions, including job sheets, plans, drawings and designs • Workplace procedures relating to reporting

RANGE STATEMENT	
	and communications <ul style="list-style-type: none"> • Manufacturer instructions for the use of equipment and materials
Sub-floor assessment	<ul style="list-style-type: none"> • is to include testing for moisture content, expansion, rot, structural strength, smoothness and plane
Tools and equipment	<ul style="list-style-type: none"> • are to include drop saw, hand saw, radial arm saw, router, stringline, chalk and chalk line, square, notched trowel, moisture meter, straight edge and template • may include plunge saw, jig saw, bench saw, band saw, circular saw, planer and laser level
Materials	<ul style="list-style-type: none"> • may include underlays, adhesives, timber fillers, skirting boards, cover trims and accessories
Adhesives	<ul style="list-style-type: none"> • may include PVAs, epoxys and polyurethane elastamers

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	