



Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3506A Install cork tiles

Revision Number: 1

LMFFL3506A Install cork tiles

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the competencies required to cut and install pre-finished or raw cork tiles or cork supplied in other forms, over a pre-prepared hard underlay 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 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 legislative, OHS and organisational requirements relevant to install cork tiles are verified and complied with</p> <p>1.2. Instructions and/or plans are read and interpreted to identify the process required to complete work tasks</p> <p>1.3. Floor condition is assessed for suitability for installation of cork tiles</p> <p>1.4. Suitable adhesives, trims and accessories are selected</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 to correctly identify the starting point and to ensure lay out and fixing is in logical order</p>
2. Set out materials	<p>2.1. Cork tiles to be installed are checked against order</p> <p>2.2. Cork tiles are acclimatised according to manufacturer recommendation</p> <p>2.3. Materials for fixing are organised and used in accordance with relevant safety management requirements</p> <p>2.4. 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. Tiles are laid out to meet specification requirements and to minimise waste</p> <p>3.3. Tile grains and patterns are matched or contrasted as appropriate</p> <p>3.4. Tiles are accurately and clearly marked for cutting</p> <p>3.5. Tiles are cut to required shape with minimum waste of materials and laid</p> <p>3.6. Completed installation is checked for flaws in installation and materials and faults rectified</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 appropriately</p> <p>4.3. Work area is cleaned and rubbish disposed of appropriately</p>

ELEMENT	PERFORMANCE CRITERIA
	4.4. Workplace documentation/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 installing cork tiles 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 cork tiles, including tools, equipment, calculators and measuring devices.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to installing cork tiles
- organisational and site standards, requirements, policies and procedures for the installation of cork tiles
- environmental protection requirements
- established communication channels and protocols
- problem identification and resolution
- types of tools and equipment and procedures for their safe use, operation and

REQUIRED SKILLS AND KNOWLEDGE

- maintenance
- characteristics of materials, products and defects
- set up and operation of equipment
- products assembly techniques
- procedures for the recording, reporting and maintenance of workplace records and information
- appropriate mathematical procedures for estimation and measurement
- type, characteristics, uses and limitations of:
 - cork tiles
 - cork tile installation adhesives
- types and uses of tile installation tools and equipment
- workplace safety system requirements related to cork tile laying
- characteristics and requirements of sub-floor preparation
- work flow in relation to the cork tile floor covering operations

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 cork tiles
- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including 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 one installation using either a wet or dry method including basic set-out and installation
- 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
 - materials and equipment relevant to installing cork tiles
 - specifications and work instructions

EVIDENCE GUIDE**Method of assessment**

Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package

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

Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application

Assessment may be applied under project related conditions (real or simulated) and require evidence of process

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

Assessment may be in conjunction with assessment of other units of competency

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)
Cork tiles	<ul style="list-style-type: none"> may be in plain or patterned and may range from light to dark in colour and fine to coarse in grain
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, 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"> • may include wet method or dry method
Tools and equipment	<ul style="list-style-type: none"> • are to include utility knife, straight edge, square, chalk-line, tape measure, serrated or flat trowel, bar scribe, dividers, hand roller, heavy roller, broom, vacuum cleaner and hammer
Materials	<ul style="list-style-type: none"> • may include but are not limited to cork tiles, adhesive, fillers, sealers and primers

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	