



Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3512A Repair timber flooring

Revision Number: 1

LMFFL3512A Repair timber flooring

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to neatly remove existing defective floor components which may have cracked, split or have been defaced or damaged and replace the defective component with a matching piece.
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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	1.1. Applicable legislative , OHS and organisational requirements relevant to the installing repairing timber flooring are verified and complied with 1.2. Instructions and/or plans are read and interpreted to identify process required to complete work tasks 1.3. Work instructions or customer feedback are used to identify required work 1.4. Damaged floor is inspected to determine probable causes of damage or faults and assist in the repair planning process 1.5. Damage assessment and work plan are used to select required materials 1.6. Timber materials are matched to existing materials 1.7. Quantities of replacement flooring and materials required are confirmed from the work plan 1.8. 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 1.9. Sequence of work is planned, including the starting point, to ensure efficiency and quality of installation 1.10. Sequence of work is planned to identify the starting point and to ensure efficiency and quality of the work
2. Set out materials	2.1. Timber flooring to be installed is checked against order 2.2. Timber flooring to be installed is acclimatised according to manufacturer recommendations 2.3. Area to be repaired is measured and starting points are marked 2.4. Damaged sections of floor are removed and/or prepared for repair following workplace procedures 2.5. Suitable adhesives/fasteners, fillers and/or stains are selected following workplace procedures or work instructions
3. Repair flooring	3.1. Replacement flooring materials are cut to provide appropriate alignment of joints 3.2. Adhesives/fasteners are used following workplace procedures 3.3. Replacement flooring materials are installed to

ELEMENT	PERFORMANCE CRITERIA
	produce required finish 3.4. Damaged areas are filled and/or re-stained to complete repair following workplace procedures
4. Complete housekeeping	4.1. Off-cuts or leftover materials are collected and removed following workplace procedures 4.2. Tools and equipment are cleaned, maintained and stored 4.3. Work area is cleaned and waste material is removed and disposed of safely 4.4. 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 problems repairing 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 repairing timber, parquetry and cork flooring, including tools, equipment, calculators and measuring devices.

Required knowledge

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

REQUIRED SKILLS AND KNOWLEDGE

- workplace safety system requirements relevant to the installation of timber flooring
- work flow in relation to the laying of timber flooring
- causes of imperfections and damage to timber flooring
- characteristics of timber and concrete sub-floors
- requirements of sub-floor ventilation
- techniques and requirements for conducting moisture testing
- workplace system requirements relating to inspecting and repairing timber flooring materials
- work flow in relation to the repair of timber flooring materials
- 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 repairing timber 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
 - Apply ventilation standards
 - 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 two types of repair involving removing and replacing:
 - strip timber flooring
 - parquetry flooring and/or
 - floating flooring
 - 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 sprung timber floor installation requirement

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • workplace location or simulated workplace • materials and equipment relevant to repairing timber floors • 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)
Repair timber flooring	<ul style="list-style-type: none"> includes repairs required to remove existing defective floor components which may have cracked, split or have been defaced or damaged and replace the defective component with a matching piece. It includes timber

RANGE STATEMENT	
	floors, timber parquetry, floating floors and cork floor coverings.
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 and communications • Manufacturer instructions for the use of equipment and materials
Inspected	<ul style="list-style-type: none"> • To determine probable causes of damage or fault so that the correct remedial action can be undertaken and prevent further damage to repaired floor. This includes checking sub-floor ventilation, moisture, rot, insects, structural faults and/or fire damage. Following inspection damage is assessed and a repair plan is formulated. Cause of damage is reported to the client in accordance with Australian Standards.
Tools and equipment	<ul style="list-style-type: none"> • are to include drop saw, jig saw, hand saw, nail gun, moisture meter, glue gun, belt sander, drum sander, edge sander, rotary sander, hammer and chisels, planer, circular saw, combination saw
Materials	<ul style="list-style-type: none"> • may include but not be limited to flooring materials, underlay, edge strips, tapes, adhesives, underfloor pads and ventilated skirtings
Matched	<ul style="list-style-type: none"> • refers to the matching of timber product in terms of grade, colour and texture

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		