



Australian Government

Department of Education, Employment and Workplace Relations

LMFPPF2006B Cut and handle glazing materials for framing

Revision Number: 1

LMFPF2006B Cut and handle glazing materials for framing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit addresses the knowledge and skills required to cut and handle glazing materials for picture and mirror frames. It includes sheet acrylic.
------------------------	---

Application of the Unit

Application of the unit	
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
--	---

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify work requirement	<p>1.1. Work requirements, including materials, types of cuts and quantities required are identified from work instructions or job order in accordance with workplace procedures</p> <p>1.2. Workplace health and safety requirements, including personal protection needs, are observed throughout the work</p> <p>1.3. 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>1.4. Cutting list and quality standards are determined and procedures identified in accordance with workplace requirements</p> <p>1.5. Glazing material to be cut is selected using information from the work order, including type, thickness, colour and dimensions</p> <p>1.6. Machines, equipment and settings required to perform the work are identified</p>
2. Prepare for work	<p>2.1. Sequence of work is planned to ensure cutting is conducted in a logical order</p> <p>2.2. Suitable cutting and lubrication methods are selected</p> <p>2.3. Cutting table is selected and work surface is cleared of debris and dust</p> <p>2.4. Work area is cleared of obstructions and potential hazards</p> <p>2.5. Glazing material is checked for imperfections and damage prior to handling</p> <p>2.6. Glazing material to be processed is located in the work area using correct manual handling procedures and any specialised handling techniques and precautions, observing any labelling instructions</p> <p>2.7. Glazing material is measured accurately to minimise waste and within specified tolerances according to workplace standards</p> <p>2.8. Components and controls of machines, including emergency stops and guards are identified and tested for working order</p>
3. Cut glazing materials	<p>3.1. Tools and equipment are operated and monitored in accordance with manufacturers' instructions and workplace procedures to ensure correct product</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>quality and output</p> <p>3.2. Glazing material is processed to required standard in accordance with job order, work instructions and procedures, including the performance of routine lubrication and adjustments of machines/equipment</p> <p>3.3. Problems occurring during work operations are identified and reported to appropriate persons</p> <p>3.4. Authorised changes in working procedures are followed</p>
4. Complete work	<p>4.1. Completed product is inspected for quality of work and repaired, reprocessed or discarded in accordance with workplace procedures</p> <p>4.2. Cut glazing material is labelled and stored following workplace procedures</p> <p>4.3. Scraps and off-cuts are removed for disposal/recycling as required</p> <p>4.4. Work area is cleaned and rubbish disposed of as appropriate</p> <p>4.5. Workplace documentation is completed as required</p> <p>4.6. Tools, equipment and unused materials are removed and stored appropriately</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 supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the work area and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area, estimate glazing material requirements and minimise waste
- use pre-checking and inspection techniques to anticipate processing problems, avoid re-working and wastage
- use the limited workplace technology related to the handling and cutting of glazing materials, including handling aids, tools, equipment, calculators and measuring devices

Required knowledge

- the qualities and characteristics of glazing materials, including the hazards and handling requirements
- identification of glazing material cutting equipment, functions and procedures
- the set up and operation of glazing material cutting equipment, including procedures for reporting product defects or equipment faults
- workplace safety system requirements related to the cutting of glazing materials
- workflow in relation to the cutting of glazing materials

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 of evidence

- Interpret work orders and plan cutting operations
- Identify the materials, patterns/plans, processes, machines, equipment and settings to cut glazing materials
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Set up for and prepare to cut glazing materials
- 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
- As a minimum, demonstrate the ability to:
 - cut 3 pieces of glass to within .05 mm tolerance
 - cut 3 pieces of acrylic to within .05 mm tolerance
 - cut 2 pieces of oval glass to within 1.5 mm tolerance
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Resource implications

Glazing material, cutting equipment, table, work area, work orders, standard work procedures and appropriate safety and personal protection equipment.

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency which together form a part of the job role.

Context of assessment

Assessment may occur on the job or in a workplace simulated facility with relevant glazing material cutting

EVIDENCE GUIDE	
	equipment, materials, work instructions and deadlines.

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>	
Unit scope	This unit addresses the work involved in cutting and handling glazing materials used in picture framing
Unit context	<ul style="list-style-type: none"> • OHS requirements may include legislation, material safety management systems and local safe operating procedures • Work is carried out in accordance with statutory requirements, environment legislation, manual handling procedures and relevant regulations and organisation insurance requirements • Work requires individuals to demonstrate discretion, judgement and problem solving skills in the planning, preparation and cutting and handling glazing materials
Glazing materials include, but are not limited to:	<ul style="list-style-type: none"> • plain sheet glass • speciality glass • non-glare glass • UV clear glass • UV non-glare glass • sheet acrylic • conservation acrylic • mirrors
Tools and equipment are to include:	<ul style="list-style-type: none"> • flat felt-covered cutting tables • tungsten wheel glass cutters • wall-mounted glass cutters • saws • scoring tools • speed cutters • T-squares or L-squares • tape measures • marking pens or chinagraph pencils • templates and lubricants

RANGE STATEMENT	
Personal protection equipment	<p>Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices. It could include:</p> <ul style="list-style-type: none"> • gloves • safety glasses and footwear • aprons and overalls
Information and procedures	<ul style="list-style-type: none"> • Workplace procedures relating to the use and operation of tools and equipment required for the handling and cutting of glazing materials • Workplace instructions, including job sheets, cutting lists, plans, drawings and designs • Workplace procedures relating to reporting and communications • Manufacturer instructions for the use of equipment and materials • Quality standards and procedures

Unit Sector(s)

Unit sector	Picture Framing
--------------------	-----------------

Competency field

Competency field	
-------------------------	--

Co-requisite units

Co-requisite units		