



Australian Government

Department of Education, Employment and Workplace Relations

LMFSF2014B Use soft furnishing sector hand and power tools

Revision Number: 1

LMFSF2014B Use soft furnishing sector hand and power tools

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to use hand and power tools in applications relating to the soft furnishing sector of the furnishing industry.
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Application of the Unit

Application of the unit	
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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

<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>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify hand and power tools	1.1.Types of hand and power tools and their functions are identified 1.2.Sources of power supply are recognised 1.3.OHS requirements for using power tools are recognised and adhered to
2. Select hand tools	2.1.Hand tools are selected consistent with the needs of the job 2.2.Tools are checked for serviceability and safety and any faults are corrected or processed for repair 2.3.Equipment is selected to hold or support material for hand tool application where applicable
3. Use hand tools	3.1.Material is located and held in position for hand tool application 3.2.Hand tools are safely and effectively used according to their intended use 3.3.Hand tools are safely located when not in immediate use
4. Select power tools	4.1.Appropriate personal protective equipment is selected, correctly fitted and used 4.2.Power tools are selected consistent with the needs of the job in accordance with conventional work practice 4.3.Power tools are visually checked for serviceability/safety in accordance with OHS requirements and any faults are corrected or processed for repair 4.4.Equipment is selected to hold or support materials for power tool application where applicable
5. Use power tools	5.1.Material is located and held in position for power tool application where applicable 5.2.Power tools are safely and effectively used in application processes 5.3.Power tools are safely located when not in use
6. Clean up work area and tools	6.1.All tools are cleaned, maintained and stored 6.2.Equipment is cleaned, maintained and stored 6.3.Work area is cleared and waste removed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collect and understand information related to the use and maintenance of hand and power tools
- communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of faults and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of tools
- work with others and in a team by recognising dependencies and using co-operative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements and estimate material requirements
- use pre-checking and inspection techniques to anticipate tool handling problems, avoid re-working and wastage
- use workplace technology related to the use and operator maintenance of hand and power tools and associated materials

Required knowledge

- function, purpose and operator maintenance requirements of hand tools used in the workplace
- function, purpose and operator maintenance requirements of power tools used in the workplace
- workplace safety requirements and OHS legislation

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
<p>Critical aspects of evidence</p>	<p>Apply safe handling practices for equipment, products and materials</p> <ul style="list-style-type: none"> • Adopt and carry out correct procedures prior to and during use of the hand and power tools prescribed in the Range Statement • Follow work instructions, operating procedures and inspection practices to: <ul style="list-style-type: none"> • minimise the risk of injury to self and others • prevent damage to goods, equipment and products • maintain required production output and product quality • Work effectively with others • Modify activities to cater for variations in workplace contexts and environment • Indicate compliance with organisational policies and procedures, including quality assurance requirements
<p>Resource implications</p>	<p>Soft furnishing sector hand and power tools, materials used in the manufacturing and/or installation of soft furnishing products.</p>
<p>Method of assessment</p>	<p>Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.</p> <p>Assessment should be by direct observation of tasks and questioning on underpinning knowledge.</p> <p>Assessment should be conducted over time and may be in conjunction with assessment of other units of competency.</p>
<p>Context of assessment</p>	<p>Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.</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.

Unit context	<ul style="list-style-type: none"> • OHS requirements may include legislation, building codes, material safety management systems, hazardous and dangerous goods codes and local safe operating procedures or equivalent • Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements • Work requires individuals to demonstrate skill, accuracy and dexterity in the application of tools to work tasks
Hand tools are to include:	<ul style="list-style-type: none"> • scissors • cutting blades • tape measures • rulers • hammers • staple guns and screwdrivers
Power tools are to include:	<ul style="list-style-type: none"> • drills • screwdrivers • staple guns • pressing equipment • others as required by enterprises
Fault reporting	Reporting of faults in the operation of hand and power tools may be verbal or written
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures	<ul style="list-style-type: none"> • Hand and power tool manufacturer specifications and operational procedures • Workplace procedures relating to OHS, tool handling and operation, reporting and

RANGE STATEMENT	
	communication <ul style="list-style-type: none">• Work instructions, including job sheets, plans, drawings and designs

Unit Sector(s)

Unit sector	Soft Furnishing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		