



Australian Government

Department of Education, Employment and Workplace Relations

LMFSS2003A Prepare product for Australian Standards testing

Revision Number: 1

LMFSS2003A Prepare product for Australian Standards testing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	Prepare security screens and grills for compliance testing against the Australian Standards. This does not cover the testing of the sample.
------------------------	---

Application of the Unit

Application of the unit	This unit supports the attainment of skills and knowledge required for competent workplace performance in furnishing operations of all sizes. Prepare product for Standards testing applies to a factory/onsite environment and involves application of skills and knowledge at a production worker/tradesperson/supervisory level. These skills and knowledge are to be used within the scope of the individual's job and authority.
--------------------------------	---

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

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.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify sample for testing	<p>1.1. Applicable <i>OHS, legislative</i> and <i>organisational</i> requirements relevant to the certification process are verified and complied with</p> <p>1.2. A <i>sample</i> is identified in accordance with Standard requirements</p>
2. Prepare documentation	<p>2.1. Documentation is prepared in accordance with Australian Standards and organisational requirements</p> <p>2.2. Sample is packaged for transportation to a recognised testing facility in accordance with Australian Standard requirements</p>
3. Post test action	<p>3.1. Reports of tests are <i>actioned</i> in accordance with Australian Standard and organisational requirements</p> <p>3.2. Where samples fail a test element, reports are presented to management for remedial action</p> <p>3.3. Where samples pass, management ensure that product <i>Certification of Compliance</i> is prepared and an appropriate notice affixed to the product in accordance with Australian Standards and organisational requirements</p> <p>3.4. Records of all processes and actions are included in the organisation's quality system</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 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 ensure the tools are serviceable and ready to use and avoid re-work and wastage
- identifying problems and equipment faults and demonstrate appropriate response procedures
- recognise and respond to circumstances outside instructions or personal competence
- plan and organise activities including the preparation and layout of own worksite and the obtaining and use of tools and materials to avoid any backtracking, work flow interruptions or wastage
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate other material requirements
- complying with legislation, regulations, standards, codes of practice and established safe practices and procedures for manufacturing/installing security screens and grills
- clarify and confirm work instructions
- plan own work within the given task parameters
- apply systematic and effective time management
- 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
- maintain current knowledge of security screens and grills manufacturing and installation techniques
- seek learning opportunities
- use the workplace technology related to the selection, preparation and operator maintenance of security screens and grills hand and power tools including calculators and measuring devices

Required knowledge

- organisational and site standards, requirements, policies and procedures for certification of products in accordance with the Australian Standards

REQUIRED SKILLS AND KNOWLEDGE

- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution
- types of tools and equipment and procedures for their safe use, operation and maintenance
- storage systems and labelling
- procedures for the recording, reporting and maintenance of workplace records and information

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 for assessment and evidence required to demonstrate competency in this unit</p>	<ul style="list-style-type: none"> • Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for seeking the certification of compliance of security screens and grills with Australian Standards • Communicate effectively and work safely with others in the work area
<p>Context of, and specific resources for assessment</p>	<ul style="list-style-type: none"> • 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 is to comply with relevant regulatory or Australian Standards requirements • The following resources should be made available: <ul style="list-style-type: none"> • workplace location or simulated workplace • materials and equipment relevant to identifying a sample • specifications and work instructions
<p>Method of assessment</p>	<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>

EVIDENCE GUIDE

	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.

OHS requirements

- 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 of hazardous materials and substances, manual handling including lifting and carrying.

Legislative requirements

- 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.

Organisational requirements

- 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)

Sample

- is the product in the form of a production model security screen or grill with ancillary fittings such as hinges and locks where applicable

RANGE STATEMENT	
Actioned	<ul style="list-style-type: none"> refers to bringing the report findings to the attention of the appropriate organisational appointees responsible for resolving or processing the report's findings
Certification of Compliance	<ul style="list-style-type: none"> refers to the marking/labelling able to be affixed to product once it has passed the appropriate test at an Australian Standards recognised testing facility.

Unit Sector(s)

Unit sector	Security Screens and Grills
--------------------	-----------------------------

Competency field

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

Co-requisite units

Co-requisite units		