Australian Government
Department of Education, Employment and Workplace Relations

PMBFIN202C Fit attachments to products

Revision Number: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PMBFIN202C Fit attachments to products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor
This competency covers the attachment of parts to products. It applies to all sectors of the industry.
This competency is typically performed by all operators working either independently or as part of a work team.

Application of the Unit

Application of this unit
This competency applies to operators who attach parts to products as part of the finishing processes. The key factors are correct selection of the attachment, the planning of the attachment process and following of the work plan. It includes
checking job sheets for work to be done
identifying hazards and appropriate measures to minimise risks
planning sequence of tasks
testing attachments and product
inspecting finished product
identifying and rectifying routine product imperfections
discussing non-routine product imperfections with designated person.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites
This unit has **no** prerequisites.

Employability Skills Information

Employability Skills
This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT ELEMENT	PERFORMANCE CRITERIA Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Establish requirements for the finishing process.	1.1 Interpret product specifications. 1.2 Identify availability of attachments, required materials and tools. 1.3 Identify final use and any special characteristics of the product to be assembled in relation to the impact of the assembly process on product quality.
2. Plan fitting process.	2.1 Identify hazards connected with materials and process from observation of equipment and workplace reference materials. 2.2 Identify appropriate measures to minimise risks from the identified hazards. 2.3 Locate manufacturer's information and safety advice on products and use to plan work. 2.4 Plan attachment process to conform to quality specifications, minimise time and economically use materials. 2.5 Plan task sequences. 2.6 Assemble required materials, tools and facilities and check for suitability of purpose.
3. Undertake finishing.	3.1 Follow work plan ensuring compliance with procedures. 3.2 Test attachments and product for conformity with quality requirements when required. 3.3 Inspect finished product and compare to specifications for suitability for further processing or for customer delivery. 3.4 Assemble finished products and sort in accordance with procedures. 3.5 Follow waste and recycling procedures. 3.6 Clean up work area and perform housekeeping.
4. Identify and rectify routine product imperfections.	4.1 Identify the range of routine imperfections that can occur during the process. 4.2 Determine and rectify routine product imperfections in accordance with procedures. 4.3 Make sure appropriate records and log books are

ELEMENT	PERFORMANCE CRITERIA
ELEMENT	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
	maintained to meet procedures. 4.4 Identify non-routine product imperfections and report to designated person.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.
Application of knowledge of the materials, equipment and process sufficient to recognise routine and non-routine product imperfections and techniques necessary to fit attachments as part of the finishing process for products.
Knowledge of organisation procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and work standards.
Competence includes the ability to:

- apply and/or explain: the process of selection, application and fixing of appropriate attachments; selection of appropriate tools for the process; waste and recycling requirements
- distinguish between causes of faults such as misaligned or obstructed inserts; selection and use of inappropriate finishing equipment/processes.

Language, literacy and numeracy requirements
This unit requires the ability to read and interpret typical product specifications, job sheets and material labels as provided to operators.
Writing is required to the level of completing workplace forms.
Basic numeracy is also required, eg counting numbers of products and percentage of rejects.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, required skills and knowledge, the Range Statement and the Assessment Guidelines for this Training Package.
Overview of assessment
A holistic approach should be taken to the assessment.
Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.
Critical aspects for assessment and evidence required to demonstrate competency in this unit
It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to:

- recognise potential situations requiring action implement appropriate action
- understand procedures
- recognise the importance of critical material properties and quantities.

Consistent performance should be demonstrated. For example, look to see that:

- production standards are met consistently
- safety procedures are followed.

Assessment method and context
Assessment will occur fitting attachments to industrial products and will be undertaken in a work-like environment.
Competence in this unit may be assessed:

  - on a processing plant, allowing for operation under all normal and a range of abnormal conditions
- in a situation allowing the generation of evidence of the ability to respond to problems
  - by using a suitable simulation and/or a range of case studies/scenarios
  - through a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.
Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.
Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.

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. Add any 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. Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

Context

This competency applies to all operators working either independently or as part of a work team.

Procedures

All operations are performed in accordance with procedures.
Procedures means all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Tools and equipment

This competency includes use of equipment and tools such as:

- jigs and gantries
- powered equipment such as drills, drivers, plastic welding equipment as appropriate
- hand carts and trolleys
- hoists/jigs/lifting equipment not requiring any special permits or licences
- transfers, bolts, nuts, inserts, seals, screens and reinforcement
- relevant personal protective equipment.

Hazards:
Typical hazards include

- manual handling hazards
- humidity, air temperature, radiant heat
- stationary and moving machinery, parts and components component size and mass.

Problems:
'Respond to routine problems' means 'apply known solutions to a limited range of predictable problems'. Typical process and product problems may include:

- movement of jigs or fixtures
- power failures
- non-supply of materials.
- variations in materials
- temperature of product to be finished
- movement of inserts, reinforcements or fittings.

Variables:
Key variables to be monitored include:

- number and variety of fitments to be attached
- accuracy of the attachment/insertion
- degrees of finish
- ability to deal with misalignments and obstructions
- correct use of tools
- waste collection and disposal
- conformance with frequency and quality of organisational reporting requirements.
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Unit Sector(s)

Not applicable.