



Australian Government

Department of Education, Employment and Workplace Relations

PMBFIN205C Hand decorate products

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This competency covers the hand decorating of products as part of the finishing process of products for customer use. 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 perform hand decorating techniques to products as part of the finishing process. The key factors are identifying appropriate materials, correct positioning, alignment and cleanliness.

It includes:

- checking job sheets for work to be done
- following approved hazard minimisation procedures for any hazards connected with materials and process, using work instructions, labels and materials safety data sheets, and in accordance with occupational health and safety (OHS) legislative responsibilities
- inspecting the product for routine and non-routine finishing processes discussing finishing requirements with other workers
- product surface cleanliness
- applying decorating materials to product
- inspecting finished product and sorting in accordance with job specifications
- identifying and rectifying routine product imperfections
- discussing non-routine product imperfections with designated person.
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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 customer order or product specifications. 1.2 Check availability of materials and equipment. 1.3 Identify and inspect products to be decorated for suitability of process. 1.4 Report unsuitable products to designated person. 1.5 Assemble materials, tools and facilities and check for suitability. 1.6 Locate manufacturer information and safety advice on products and use to plan work. 1.7 Identify required work sequences, times, work process stages. 1.8 Identify required work sequences, times, work process stages, engineering controls and personal protective equipment, and plan order of work.
2. Prepare surfaces.	2.1 Inspect product surfaces for contamination or damage. 2.2 Identify and eliminate sources of contamination. 2.3 Prepare surfaces in accordance with manufacturer instructions and workplace requirements.
3. Hand decorate products.	3.1 Identify required decorations to meet job order requirements. 3.2 Ensure decorations are fit for use and return those damaged or unusable. 3.3 Apply decorations in the appropriate locations 3.4 Inspect finished product and compare specifications for suitability for further processing or for customer delivery 3.5 Assemble finished products and sort in accordance with procedures 3.6 Clean up work area and perform housekeeping.
4. Identify and rectify routine hand decorating problems.	4.1 Identify the range of routine problems that can occur during the hand decorating process 4.2 Determine and rectify routine hand decorating imperfections in accordance with procedures 4.3 Identify faults in equipment, tag unserviceable

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.
	equipment and report to designated person 4.4 Ensure appropriate records and logbooks are maintained to meet procedures.

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 problems that can occur during the hand decorating process.

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:

- locate, interpret and apply relevant information to finishing process
- identify and safely handle products
- select and apply appropriate finishing process
- apply and/or explain: waste and recycling requirements; non-adherence of transfers, decals or stamps.

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:

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

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

- production standards are met consistently
- decorations are applied consistently and at an appropriate rate.

Assessment method and context

Assessment will occur decorating 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 for 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. These may include:

- original manufacturer instructions and guidelines for the use of the decorating equipment or product
- relevant procedures relating to safe working practices prescribed for the equipment or product
- local OHS legislation and/or regulations
- site-specific instructions based on production requirements.

Tools and equipment

This competency includes use of equipment and tools such as:

- hand carts and trolleys
- hoists, jigs and gantries
- lifting equipment not requiring any special permits or licences
- adhesive application equipment
- relevant personal protective equipment.

Hazards:

Typical hazards include:

- manual handling hazards
- solvents and cleaning agents
- humidity, air temperature, radiant heat
- stationary and moving machinery, parts and components.

Problems:

'Respond to routine problems' means 'apply known solutions to a limited range of predictable problems'.

Typical process and product problems may include:

- non-supply of product
- incorrect selection or supply of materials
- misalignment of decals, transfers or other decorative materials.
- variations in materials
- temperature of product to be finished
- contamination of surfaces
- decals/transfers or stamps not within specification or not fit for use.

Variables:

Key variables to be monitored include:

- positioning or location of decorative material
- consistency of application
- differing atmospheric conditions
- selection of appropriate decorative materials
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Unit Sector(s)

Not applicable.