



Australian Government

Department of Education, Employment and Workplace Relations

SIFBGM004A Install basic masonry structures

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to carry out basic masonry work for rockeries, monument footings and other grounds work.

Application of the Unit

Application of the unit This unit applies to staff involved in building and grounds maintenance, such as those working in cemeteries, crematoria and holiday parks and resorts. It involves working under routine supervision with a moderate level of responsibility.

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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Plan work.	<p>1.1 Liaise with <i>appropriate staff</i> to identify and confirm <i>work requirements</i>.</p> <p>1.2 Identify and select <i>tools and equipment</i> according to drawings and specifications.</p> <p>1.3 Check tools and equipment for serviceability and report faults according to <i>workplace policies and procedures</i>, and <i>relevant legislation</i>.</p> <p>1.4 Identify, prepare and use <i>personal protective equipment</i> according to workplace policies and procedures, and relevant legislation.</p> <p>1.5 Identify <i>safety hazards</i> and take <i>corrective action</i> according to workplace policies and procedures, and relevant legislation.</p>
2 Select and prepare materials.	<p>2.1 Select concrete masonry according to quality requirements and job specifications.</p> <p>2.2 Prepare concrete masonry for cutting and trimming.</p> <p>2.3 Select materials for mortar according to job specifications.</p>

ELEMENT	PERFORMANCE CRITERIA
	2.4 Mix mortar according to job specifications and transport to job location.
	2.5 Finalise adjustments to materials according to specifications.
3 Lay masonry.	3.1 Apply mortar evenly to job and set out.
	3.2 Lay masonry to line, level, plumb and specified bond pattern and cornering.
	3.3 Complete masonry work according to job drawings and specifications.
	3.4 Erect scaffolding according to job requirements and relevant legislation.
	3.5 Finish joints and brush down face work.
4 Install reinforcement to masonry.	4.1 Place and lay reinforcement with bed joints according to job specifications.
	4.2 Place steel rods for vertical reinforcement to hollow work in locations according to job specifications.
	4.3 Carry out jointing or splicing of reinforcing according to engineer specifications.
	4.4 Mix, place and compact concrete or mortar to hollow block work according to job specifications.
5 Clean up site.	5.1 Remove waste according to workplace policies and procedures, and relevant legislation.
	5.2 Clear area according to workplace policies and procedures, and relevant legislation.
	5.3 Clean, maintain and store tools and equipment according to workplace policies and procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- safe manual handling techniques
- use of personal protective equipment
- communication skills, including clear and direct communication to report faults or defects, and active listening and questioning techniques to liaise with other staff
- literacy and numeracy skills to identify and interpret work requirements, read labels, interpret and read plans and drawings, make measurements and perform calculations
- organisational and self-management skills to complete required tasks according to client requirements and workplace policies and procedures.

Required knowledge

- set out and construction principles and practices
- properties and characteristics of masonry and associated materials
- hand tools and equipment use and operation
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and concrete construction
- workplace policies and procedures regarding concrete construction
- operating and maintenance requirements of relevant hand tools and equipment.

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.

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to select, prepare, use, maintain and clean the required tools and equipment according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions
- the safe and efficient setting out and laying of masonry according to work specifications
- installing different types of basic masonry structures on multiple occasions to ensure consistency of performance and ability to respond to different situations.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in a facility where concreting requirements, such as paving, paths and edges can be applied
- access to masonry tools and equipment, including personal protective equipment
- access to masonry and mortar.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate demonstrating appropriate planning and preparation for work, laying masonry, installing reinforcement to masonry and cleaning up work site
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to masonry work
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

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Employability skills embedded in this unit should be assessed holistically with other relevant units that make up

EVIDENCE GUIDE

the skill set or qualification and in the context of the job role.

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.

Appropriate staff may include:

- leading hand
- supervisor
- manager.

Work requirements may include:

- quality assurance requirements, such as:
 - workplace operations and procedures
 - quality of materials
 - control of handling procedures
 - use and maintenance of equipment
 - attention to specifications of work
- varying applications, such as:
 - paving
 - paths
 - edging
 - walls
 - retaining walls
 - barriers
 - ornamental garden features.

RANGE STATEMENT

Tools and equipment may include:

- measuring tape
- rule
- hammers
- spirit level
- dumpy level
- concrete mixer
- wheelbarrows
- shovels
- masonry saw
- angle grinder
- trowels
- straight edges
- plumb rule
- jointing tools
- string line
- line pins
- line blocks
- scaffolding
- mortar boards
- buckets
- mason's square
- adjustable steel props
- timber beam bearers.

RANGE STATEMENT

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures, such as:
 - workplace environment and safety
 - fall safe protection
 - protective clothing and equipment
 - use of tools and equipment
 - handling of materials
 - platforms and scaffolding.

Relevant legislation and regulations may include:

- OHS
- cemetery Acts and by-laws
- Crematorium Acts
- local government regulations
- Environment Protection Act
- Australian standards
- Worksafe Australia certification and standards.

Personal protective equipment may include:

- steel-capped boots
- safety glasses or goggles
- dust masks
- respirators
- gloves
- cap
- hard hat.

Safety hazards may include:

- unsafe tools or equipment.

Corrective action may include:

- resolving within scope of responsibility
- reporting safety hazard to supervisor or manager.

Unit Sector(s)

Sector

Funeral Services

Competency field

Competency field

Building and Grounds Maintenance