



Australian Government

CPCCSH3003 Assemble and install shopfront structures

Release: 1

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Modification History

Release 1.

This version first released with CPC Construction, Plumbing and Services Training Package Version 2.

Revised unit of competency. Replaces superseded equivalent CPCCSH3003A Assemble and install shopfront commercial entries bulkheads and components.

Application

This unit of competency specifies the outcomes required to assemble and install the internal and external prefabricated components, sections and fittings, which form the bulkheads and shopfront structure opening on to a street or shopping centre walkway. It covers the on-site checking and preparing of the shopfront opening of a new shop or after demolition; removal of an old shopfront; and assembling sections that are delivered disassembled – lifting, placing and fixing the components into position.

The unit supports shopfitters responsible for installing shopfronts. The work is completed on site concurrently with other shopfitting work and must be scheduled to accommodate both client requirements, where the shop is operational, and the requirements of other shopfitters and associated contractors.

Licensing, legislative, regulatory or certification requirements apply to this unit of competency in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Shopfitting

Unit Sector

Construction

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

- 1 Plan and prepare.
 - 1.1 **Job requirements** are obtained, confirmed and applied to planning.
 - 1.2 Work site is inspected, conditions and hazards are identified and reported as required, and **health and safety requirements** are confirmed with relevant personnel and applied to planning.
 - 1.3 **Tools and equipment** are selected to carry out tasks according to job requirements, checked for serviceability, and faults are rectified or reported before starting work.
 - 1.4 Delivered shopfront components, sections and fittings are checked for completeness, unloaded carefully to protect finishes, and placed in well protected area on site.
 - 1.5 Arrangements are made for placement of mobile scaffolding, elevated work platforms or scissor lifts as required, according to client and workplace requirements.
 - 1.6 Bulkhead is prepared for installation by drilling, cutting and routing holes and openings to accept fittings and fixtures.
- 2 Check opening and make ready for installation.
 - 2.1 Datum is struck to check levels against supplied components, and plumb lines are marked at all connecting points and compared to original site measurements.
 - 2.2 Shopfront opening and shopfront component dimensions are checked and compared to installation specifications.
 - 2.3 Position of lease line is confirmed from certified and stamped site and construction plans for lease line and boundaries, installation specifications, or building contractor.
 - 2.4 Irregularities in plumb lines or dimensions are reported or rectified according to workplace procedures.
 - 2.5 Opening is prepared, protrusions removed, and support and bracing are installed as required to prevent collapsing elements and falling debris according to job requirements.

- 2.6 Shopfront is checked for services located within the structure and upgrades are arranged if required prior to shopfront installation.
 - 2.7 Narrowest part of opening is determined and sill packing is set up to specified level for installation according to AS 2047 Windows and external glazed doors in buildings.
- 3 Prepare and check shopfront assembly.
 - 3.1 Components, fittings and pre-assembled frames are assembled and placed into position to commence installation.
 - 3.2 Holes are drilled into shopfront components in positions suitable for installing fixings to connect to brickwork, timber or stone.
 - 3.3 Measurements of completed assembly and glazing order are checked against opening, and glazier is notified of changes as required.
- 4 Install assembly.
 - 4.1 Bulkhead is raised into position using mechanical lifting equipment and secured to installed structure using fixing methods required to securely support installation.
 - 4.2 Assembly is positioned into opening and braced allowing it to rest on packing at highest position in floor.
 - 4.3 Datum line is transferred onto assembly and position is measured and transferred to all connecting points.
 - 4.4 Assembly is installed to level using appropriate equipment for levelling process, plumbed off narrowest point of width, and packed to position.
 - 4.5 Assembly is anchored at all connecting points according to specifications, doors are fitted and checked as square where applicable, and glazier is notified that assembly is ready for glass installation.
 - 4.6 Door closures are checked to ensure that they face mount, floor or transom and that automatic and floor or head-fixed tracks operate freely.
 - 4.7 Closures, door furniture and scribe fillers are fitted and

any remaining gaps are sealed with approved sealant.

4.8 Sealants are applied to whole assembly according to specifications.

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| 5 | Clean up. | 5.1 | Assembly is cleaned free from excess sealant, marks and masking tape. |
| | | 5.2 | Waste is disposed of safely, aluminium off-cuts are stored for recycling, and unused material is stored according to workplace requirements. |
| | | 5.3 | Tools and equipment are cleaned, maintained and stored according to workplace requirements. |

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	• apply previous experience when selecting and using tools and equipment for assembly and installation of shopfronts • recognise minor faults and problems with tools and equipment, in shopfront openings, and in components to be assembled and fitted, and apply appropriate action.
Oral communication skills to:	• use questioning to identify and confirm job requirements • interact with workplace personnel and contribute to safe and efficient shopfront assembly and installation.
Reading skills to:	• read and interpret a range of workplace documentation, including job safety analyses (JSA), safe work method statements (SWMS), drawings and specifications relating to shopfront assembly and installation.
Writing skills to:	• complete simple workplace forms to report faulty equipment.
Initiative and	• respond to workplace challenges, including short timeframes and

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
enterprise skills to:	shopfront component delivery delays, and put ideas into action to overcome issues and meet project schedules.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Job requirements</i> must include:	• job specifications for assembling and installing bulkheads and shopfront components, including: • details of the components and installation specifications • details of materials and fixings for the installation • quality requirements for the completed work • timeframe for completion • JSA or SWMS for tasks • workplace procedures incorporating requirements of relevant legislation, regulations, codes and Australian standards • workplace and work site environmental and sustainability requirements, including: • clean-up management • dust and noise management • waste management.
<i>Health and safety requirements</i> must include:	• selection, correct fitting, and use of personal protective equipment (PPE) prescribed under legislation, regulations and workplace policies and practices • emergency procedures, including: • evacuation • first aid • location and use of firefighting equipment • hazard identification and risk control procedures, including installation of restricted access barriers and hoardings • safe operating procedures, including:

- safety data sheets (SDS)
- manufacturer specifications
- manual handling techniques
- use of signage and barricades
- requirements for:
 - concealed services (water, power and gas)
 - lighting
 - work site visitors and the public
 - working at heights
 - working in proximity to others
- selection and use of tools and equipment
- identifying, safe handling, securing and labelling of hazardous materials
- workplace environmental requirements.

Tools and equipment must include ten or more of the following:

- air compressor and hoses
- brushes
- chalk lines
- clamps
- grinders
- hammers
- levelling equipment, including spirit levels
- lifting plant
- measuring tapes and rules
- nail guns
- plumb bobs
- power drills
- power leads
- sash cramps
- screwdrivers
- squares
- step ladders
- straight edge.

Unit Mapping Information

CPCCSH3003A Assemble and install shopfront commercial entries bulkheads and components

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>

Assessment Requirements for CPCCSH3003 Assemble and install shopfront structures

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Performance Evidence

A person who demonstrates competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must assemble and install a shopfront structure, including bulkhead.

In doing the above work, the person must:

- comply with safety requirements and health and safety regulations applicable to workplace operations
- apply organisational quality procedures and processes in the context of assembling and installing a shopfront
- identify design required for assembly and installation of shopfront, including:
 - shopfront design
 - design of delivered assemblies, components and fittings
 - component and shopfront assembly diagram
- identify and select components and fittings to match locations in assembled shopfront
- select and use processes, tools and equipment to assemble and install nominated shopfront structure
- prepare building structure to receive installation of shopfront
- safely and efficiently:
 - assemble sections, components and fittings
 - install bulkhead into position
 - locate and install assembly into place
 - install components and fittings and, where applicable, check that assembled shopfront operates as specified
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workplace operations.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- Australian standards, including AS 2047 Windows and external glazed doors in buildings

- basic structures and components of walls and ceiling
- content of and terms and symbols used in relevant drawings and specifications
- contents of and terms used in job safety analyses (JSA) and safe work method statements (SWMS)
- design and construction processes for shopfronts
- organisation's quality assurance requirements relating to assembling and installing shopfront structures
- workplace and equipment safety requirements relating to assembling and installing shopfront structures.

Assessment Conditions

Suitable assessment of performance requires:

- equipment and tools:
 - as listed in the range of conditions
 - scaffolding erected in place
- materials:
 - prefabricated shopfront and bulkhead components, sections and fittings
- specifications:
 - AS 2047 Windows and external glazed doors in buildings
 - job requirements
 - JSA
 - safety data sheets (SDS)
 - SWMS
- physical conditions:
 - shopfront opening suitable for fitting the shopfront structure and bulkhead
- relationship with client:
 - liaison with client may be required
- relationships with team members and supervisor:
 - work may be completed as part of a team
- timeframe:
 - according to job requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

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