



Australian Government

CPCCSH3004 Assemble internal shopfitting units and prepare for transport

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 Replaces superseded non-equivalent CPCCSH3001A Set out and assemble cabinets, showcases, wall units, counters and workstations.

Application

This unit of competency specifies the outcomes required to assemble internal shopfitting unit components produced by computer numerically-controlled (CNC) or static machine. It covers the final production stage for the fabrication of shopfitting units, including cabinets, benches, counters, showcases, wall units and work stations; and includes attaching fittings and preparing the shopfitting units for safe transport to the installation work site.

The unit supports shopfitters working off site as part of a team to produce a range of shopfitting units for transportation to different installation work sites.

No licensing, legislative, regulatory or certification requirements apply to this unit of competency at the time of endorsement.

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, reviewed and confirmed with relevant personnel and applied to planning.
 - 1.2 Work site conditions and hazards are identified and reported as required, and **health and safety requirements** for assembling **shopfitting units** are confirmed with relevant personnel and applied to planning.
 - 1.3 Details of structure of shopfitting unit are identified and confirmed.
 - 1.4 **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.
 - 1.5 Components specified for shopfitting units are identified according to plans, specifications and quality requirements.
 - 1.6 Components are obtained, safely handled, prepared, and located ready for use.
- 2 Assemble carcass.
 - 2.1 Carcase is assembled according to job requirements with faces and edges flush and joints secured to specified fixings.
 - 2.2 Carcase is squared and held square with temporary brace or back fixed into position, with shelves and mullions installed according to job requirements.
 - 2.3 Plinth or kicker is assembled, square and out of wind with adjoining surfaces flush and face panels fitted with all joints close fitting and adjoining surfaces flush.
 - 2.4 Plinth or kicker is positioned to specified location and screwed to carcass.
 - 2.5 External fixed panels are prepared and secured to carcass according to job requirements.
- 3 Assemble and fit bench or counter tops.
 - 3.1 Bench or counter top components are assembled according to job requirements and finished in preparation for installation.
 - 3.2 Bench or counter top is positioned on carcass according to specified dimensions and fixed using **fixings and**

fasteners according to job requirements.

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| 4 | Assemble and install drawers. | 4.1 | Drawers are assembled according to specifications, with bottoms fitted and fixed. |
| | | 4.2 | Drawer runner type is determined and installed according to specified dimensions and manufacturer specifications. |
| | | 4.3 | Drawers are installed parallel to carcass bottom with specified clearances. |
| 5 | Fit doors and drawer fronts. | 5.1 | Doors and drawer fronts are edged and drilled for hinges or drawer runners and handles. |
| | | 5.2 | Door hinges are fixed according to job requirements and manufacturer specifications and doors are hinged and hung to carcass with faces flush and specified clearances allowed. |
| | | 5.3 | Drawer fronts are secured to drawers by nominated method with specified clearances allowed and handles and catches accurately installed to specifications. |
| | | 5.4 | Unit is cleaned and surface edge finishes are sanded to specified finish for proposed coated finish, where applicable. |
| 6 | Prepare for unit transport to work site. | 6.1 | Internal shopfitting units that are too large for transport to work site or too heavy for safe lifting are disassembled into smaller components and sections. |
| | | 6.2 | Packaging requirements for smaller units and separate components and sections are identified and arranged. |
| | | 6.3 | Disassembled components and sections are labelled and placed in appropriate area of work site for collection. |
| | | 6.4 | Assembly diagram is numbered and located for inclusion in delivery instructions. |
| 7 | Clean up. | 7.1 | Shopfitting units and components are stored safely to avoid damage to surfaces. |

- 7.2 Tools, equipment and machinery are cleaned, checked and stored, and faults are reported as necessary, according to workplace requirements.
- 7.3 Work area is cleared and waste and unwanted material are removed safely according to workplace requirements.
- 7.4 Plans, specifications and set-outs are stored for future reference.

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 knowledge of shopfitting unit assembly and transport to identify incorrect components and determine requirements for disassembly of large units.
Numeracy skills to:	• interpret dimensions on shopfitting unit drawings and specifications.
Oral communication skills to:	• use questioning to identify and confirm job requirements • interact with workplace personnel and contribute to safe and efficient shopfitting unit assembly.
Reading skills to:	• read and interpret a range of workplace documentation relating to shopfitting units, including job safety analyses (JSA), safe work method statements (SWMS), drawings and specifications.
Writing skills to:	• clearly and legibly mark disassembled components and sections to assist with efficient on-site assembly • complete workplace documentation, including equipment fault reports.
Initiative and enterprise skills to:	• respond to workplace challenges, including short timeframes and component fabrication delays, and put ideas into action to overcome issues and meet project schedules.

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
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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.

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| <i>Job requirements</i> must include: | <ul style="list-style-type: none">• job specifications for shopfitting units to be assembled, including:<ul style="list-style-type: none">• details of materials to be purchased, including lead times and delivery schedules• drawings and specifications• production scheduling and work flows• 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:<ul style="list-style-type: none">• clean-up management• dust and noise management• waste management. |
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| <i>Health and safety requirements</i> must include: | <ul style="list-style-type: none">• selection, correct fitting, and use of personal protective equipment (PPE) prescribed under legislation, regulations and workplace policies and practices• emergency procedures, including:<ul style="list-style-type: none">• evacuation• first aid• location and use of firefighting equipment• hazard identification and risk control procedures• safe operating procedures, including:<ul style="list-style-type: none">• manual handling techniques |
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- manufacturer specifications
- safety data sheets (SDS)
- requirements for:
 - lighting
 - work site visitors and the public
 - working in proximity to others
- selection and use of tools and equipment
- identifying, safe handling, securing and labelling of hazardous materials.

Shopfitting units
must include:

- cabinet
- counter
- showcase
- wall unit
- workstation.

Tools and equipment must include:

- hand and power tools for assembly of units
- measuring and marking tools.

Fixings and fasteners used in assembling fitments must include:

- benchtop connectors
- brads
- drawer runners
- hinges
- knockdown fittings
- nails
- screws
- timber biscuits.

Unit Mapping Information

No equivalent unit.

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 CPCCSH3004 Assemble internal shopfitting units and prepare for transport

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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 prepare for transport, three internal shopfitting units as follows:

- one counter
- one showcase
- and one from the following:
 - cabinet
 - wall unit
 - workstation.

Two of the units must include shelves, drawers and doors.

At least one of the units must include a glass, stone or acrylic surface.

In doing the above work, the person must:

- comply with health and safety regulations applicable to workplace operations
- produce products to design according to job specifications and drawings
- select and use processes, tools and equipment required for safe and efficient assembly, and apply organisational quality procedures and processes when assembling shopfitting units
- check and adjust component joints for fitting using required techniques
- safely and efficiently assemble and fix carcass and component parts
- accurately and safely fit and fix/secure drawers and doors
- finish surfaces to specified requirements using required processes
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workshop operations.

Knowledge Evidence

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

- types of shopfitting units

- adhesives, fixings and fasteners relevant to shopfitting unit assembly
- clearances associated with types of finishes to surfaces
- organisation's quality assurance requirements relevant to shopfitting unit assembly
- contents of and terms and symbols used in drawings and specifications for shopfitting unit assembly
- handling of materials relevant to shopfitting unit assembly
- materials relevant to shopfitting unit assembly and their characteristics
- setting out, assembling and fixing procedures for fitment assembly
- use of tools and equipment relevant to setting out materials and assembling processes for fitments
- workplace and safety requirements relevant to shopfitting unit assembly.

Assessment Conditions

Suitable assessment of performance requires:

- equipment and tools:
 - as listed in the range of conditions
- materials:
 - components required for assembly of the shopfitting units specified in the performance evidence
- specifications:
 - as listed in job requirements in the range of conditions
- physical conditions:
 - suitable workshop with machinery, tools and equipment as listed in the range of conditions
- 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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