



Australian Government

CPCCSH3010 Prepare shop floors for new coverings

Release: 1

CPCCSH3010 Prepare shop floors for new coverings

Modification History

Release 1.

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

New unit of competency.

Application

This unit of competency specifies the outcomes required to remove existing shop floor coverings and select, prepare and apply primer and cementitious products to patch and smooth shop floors ready for the installation of new floor coverings.

The unit supports shop floor preparation work which is completed on site and may be undertaken concurrently with other shopfitting work. The work must be scheduled to accommodate both client requirements, where the shop is operational, and the requirements of other shopfitters and associated contractors.

It applies to work in new or existing retail environments where shopfitters need to prepare concrete or timber floors using smoothing and skim coating techniques.

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.

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|---|---------------------------------------|--|
| 1 | Plan shop floor preparation work. | <p>1.1 Job requirements for shop floor preparation are obtained, confirmed and applied to planning and preparation.</p> <p>1.2 Work site is assessed to identify hazards and risks and confirm scope of work.</p> <p>1.3 Health and safety requirements for the work site are clarified and applied to planning and preparation.</p> <p>1.4 Job safety analysis (JSA) or safe work method statement (SWMS) is reviewed and amended as required in consultation with relevant personnel.</p> <p>1.5 Tasks are sequenced and scheduled in consultation with team members, other site personnel and client as required, to ensure work is completed within given timeframe.</p> <p>1.6 Tools, equipment and materials suited to the specified work are selected, tools and equipment are checked for serviceability, and faults are rectified or reported before starting work.</p> <p>1.7 Tools, equipment and materials are prepared and placed ready for use.</p> |
| 2 | Remove existing shop floor coverings. | <p>2.1 Starting point is selected to ensure access to entry and exit is available during removal process.</p> <p>2.2 Sections of floor coverings are lifted according to job specifications and stacked or rolled for removal according to job requirements.</p> <p>2.3 Removed floor coverings are taken from the shop area using safe manual handling techniques.</p> <p>2.4 Removed floor coverings are disposed of according to job requirements.</p> <p>2.5 Exposed sub-floor surface is checked and cleared of remnants of floor coverings or fixings.</p> |
| 3 | Select primer and smoothing | <p>3.1 Sub-floor surfaces are cleaned according to manufacturer recommendations.</p> |

	compound.	3.2	Trial applications of primer are made to confirm suitability to the sub-floor.
		3.3	Trial applications of smoothing compound are made to confirm compatibility with primer and sub-floor.
		3.4	Suitability of primer and compound is confirmed or reviewed and retrialled according to job requirements.
4	Apply primer and levelling or smoothing compound.	4.1	Surface coatings are applied with depth and coverage according to manufacturer specifications and job requirements.
		4.2	Surfaces are checked for contamination, moisture content and suitability of finish, and rectified according to workplace procedures, as required.
5	Clean up.	5.1	Unused materials are stored or recycled as required.
		5.2	Tools and equipment are cleaned, maintained and stored according to workplace requirements.
		5.3	Work area is cleaned and rubbish disposed of according to environmental and job 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 knowledge of shop floor preparation when selecting suitable tools and equipment • recognise and take action to rectify minor faults and problems during work.
Numeracy skills to:	• measure and calculate areas of flooring to be removed • estimate volume of primers and compounds required to coat floors.

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
Oral communication skills to:	• use questioning to identify and confirm job requirements • interact with workplace personnel and contribute to safe and efficient shop floor preparation.
Reading skills to:	• read and interpret job requirements from a range of familiar workplace documentation, including JSA, SWMS, drawings, specifications and safety data sheets (SDS).
Writing skills to:	• communicate using mobile telephone text messaging or email to confirm job requirements • develop or adapt JSA and SWMS.
Initiative and enterprise skills to:	• adapt work methods and schedules to meet client requirements and the needs of other shopfitters working concurrently • identify competing demands and expectations and take responsibility for prioritising work and building solutions into the planning process.

Range of Conditions

This section specifies essential operating conditions and any other factors essential to the work environment.

Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Job requirements</i> must include:	• job specifications for floor covering removal and surface preparation, including: • details of the area and type of floor coverings to be removed and primers and compounds to be used for smoothing • quality requirements for the completed work • timeframe for completion • information regarding other personnel undertaking concurrent shopfitting activities at the work site and arrangements for interacting during work • work site procedures specified by retail project manager or client
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- JSA or SWMS for tasks
- schedule for completing work, including client requirements regarding times when work can be undertaken
- 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.

Health and safety requirements must include:

- selection, correct fitting, and use of personal protective equipment (PPE) prescribed under legislation, regulations and workplace procedures
- emergency procedures, including:
 - evacuation
 - first aid
 - location and use of firefighting equipment
- hazard identification and risk control procedures, including notification of specialised contractor for removal of asbestos tile or sheet vinyl product
- safe operating procedures, including:
 - SDS
 - manufacturer specifications
 - signage and barricades
 - requirements for:
 - concealed services (water, power and gas)
 - lighting
 - work site visitors and the public
 - working in proximity to others
 - selection and use of tools and equipment
- reporting of health and safety issues, hazards, accidents and incidents
- duty of care
- identifying, safe handling, securing and labelling of hazardous materials.

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

- adhesive tape
- finishing trowel
- floor stripper
- grouping and batching buckets

- hair broom
- hammer
- mixing drill
- mixing palette
- moulding lifter
- plastic sheeting
- rubbish bags
- scraper
- screed bar
- trolley
- twine
- utility knife
- vacuum cleaner
- vinyl tile lifter.

Floor coverings to be removed must include four of the following:

- parquetry with hard underlay
- floating engineered floor
- carpet tiles
- resilient tiles
- vinyl tiles
- adhesive bonded carpet.

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 CPCCSH3010 Prepare shop floors for new coverings

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must remove four of the floor coverings listed in the range of conditions and:

- clear and clean the exposed surface
- test and apply primers and cementitious compounds to patch and smooth the surface ready for the application of new shop floor coverings.

A minimum of 10 square metres of floor covering is to be cleared, cleaned and primed for each of the above four floor coverings selected.

In doing the above work, the person must:

- interpret and confirm job requirements
- apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- follow work instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- complete measurements, calculate area, and estimate material requirements
- interpret scales and symbols on simple floor plans
- correctly use equipment, processes and procedures to remove floor coverings
- follow safety procedures relevant to preparing floors for new coverings
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity.

Knowledge Evidence

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

- state or territory work health and safety (WHS) legislation, regulations, standards and codes of practice relevant to removing floor coverings and floor smoothing techniques, including:
 - AS/NZS 2455.1 Textile floor coverings – Installation practice – General
 - AS 1884 Floor coverings – Resilient sheet and tiles – Installation practices
- organisational and site standards, requirements, policies and procedures for removing existing floor coverings and using floor smoothing techniques
- environmental protection requirements relevant to preparing floors for new coverings
- established communication channels and protocols to follow during above work
- relevant problem identification and resolution to apply during above work
- types of tools and equipment and procedures for their safe use, operation and maintenance
- characteristics of materials used for floors, and products used for preparing floor surfaces
- set-up and operation of equipment used when preparing floors for new coverings
- procedures for recording, reporting and maintaining workplace records and information
- characteristics of, and techniques for fixing, floor coverings
- workplace safety system requirements relating to removing floor coverings and applying floor smoothing compounds.

Assessment Conditions

Suitable assessment of performance requires:

- equipment and tools:
 - as listed in the range of conditions
- physical conditions:
 - retail space with floor area to be prepared for new floor covering
- relationships with team members and supervisor:
 - work may be completed as part of a team, under supervision
- relationship with client:
 - consultation with the client is required
- specifications:
 - AS/NZS 2455.1 Textile floor coverings – Installation practice – General
 - AS 1884 Floor coverings – Resilient sheet and tiles – Installation practices
 - as listed in job requirements in the range of conditions
 - manufacturer specifications
 - job safety analyses (JSA)
 - safe work method statements (SWMS)
 - safety data sheets (SDS)
- 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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