



Australian Government

CPCSHP3003 Assemble and install shopfront structures

Release: 2

CPCSH3003 Assemble and install shopfront structures

Modification History

- Release 2 Updated reference to general construction induction training program.
- Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0
- Supersedes and is equivalent to CPCCSH3003 Assemble and install shopfront structures.

Application

This unit of competency specifies the skills and knowledge required to assemble and install 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 includes assembling and installing shopfronts to new or existing premises.

It applies to shopfitters responsible for receiving, assembling and installing shopfronts.

Individuals at this level take responsibility for organising and completing these tasks with a high degree of self-direction.

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

Completion of the general construction induction training program, specified in the Safe Work Australia model *Code of Practice: Construction Work*, is required by anyone carrying out construction work. Achievement of *CPCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

Pre-requisite Unit

Nil.

Unit Sector

Shopfitting

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
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| 1 Plan for the work. | <table border="0"><tr><td data-bbox="542 237 590 280">1.1</td><td data-bbox="638 237 1406 324">Read and interpret job requirements in conjunction with shopfitting plans and specifications.</td></tr><tr><td data-bbox="542 347 590 389">1.2</td><td data-bbox="638 347 1406 434">Identify and apply organisational quality procedures and processes.</td></tr><tr><td data-bbox="542 456 590 499">1.3</td><td data-bbox="638 456 1406 544">Inspect onsite conditions and identify and report hazards and implement risk control measures.</td></tr><tr><td data-bbox="542 566 590 609">1.4</td><td data-bbox="638 566 1406 654">Determine job priorities and sequence job tasks in consultation with others in the workplace.</td></tr><tr><td data-bbox="542 676 590 719">1.5</td><td data-bbox="638 676 1406 719">Select, fit and use personal protective equipment (PPE).</td></tr><tr><td data-bbox="542 741 590 784">1.6</td><td data-bbox="638 741 1406 828">Select tools, equipment and plant required for the job, check for serviceability, rectify and report faults.</td></tr><tr><td data-bbox="542 851 590 893">1.7</td><td data-bbox="638 851 1406 952">Receive delivered shopfront components, sections and fittings, check for completeness and report any shortages or damaged materials to appropriate person.</td></tr></table> | 1.1 | Read and interpret job requirements in conjunction with shopfitting plans and specifications. | 1.2 | Identify and apply organisational quality procedures and processes. | 1.3 | Inspect onsite conditions and identify and report hazards and implement risk control measures. | 1.4 | Determine job priorities and sequence job tasks in consultation with others in the workplace. | 1.5 | Select, fit and use personal protective equipment (PPE). | 1.6 | Select tools, equipment and plant required for the job, check for serviceability, rectify and report faults. | 1.7 | Receive delivered shopfront components, sections and fittings, check for completeness and report any shortages or damaged materials to appropriate person. |
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| 2 Prepare for installation. | <table border="0"><tr><td data-bbox="542 1052 590 1095">2.1</td><td data-bbox="638 1052 1406 1140">Check datum, shopfront opening dimensions and levels against construction plan.</td></tr><tr><td data-bbox="542 1162 590 1205">2.2</td><td data-bbox="638 1162 1406 1249">Check and compare overall shopfront structure dimensions with installation specifications.</td></tr><tr><td data-bbox="542 1272 590 1314">2.3</td><td data-bbox="638 1272 1406 1373">Identify lease line and boundary from certified construction plans and confirm with building contractor or relevant person.</td></tr><tr><td data-bbox="542 1395 590 1438">2.4</td><td data-bbox="638 1395 1406 1507">Remove protrusions, and identify and rectify shopfront opening irregularities and dimensions, and check for plumb and level.</td></tr><tr><td data-bbox="542 1529 590 1572">2.5</td><td data-bbox="638 1529 1406 1572">Prepare suitable packing for level and plumb.</td></tr><tr><td data-bbox="542 1594 590 1637">2.6</td><td data-bbox="638 1594 1406 1691">Check location of services, prepared supports and bracing for shopfront structure installation.</td></tr></table> | 2.1 | Check datum, shopfront opening dimensions and levels against construction plan. | 2.2 | Check and compare overall shopfront structure dimensions with installation specifications. | 2.3 | Identify lease line and boundary from certified construction plans and confirm with building contractor or relevant person. | 2.4 | Remove protrusions, and identify and rectify shopfront opening irregularities and dimensions, and check for plumb and level. | 2.5 | Prepare suitable packing for level and plumb. | 2.6 | Check location of services, prepared supports and bracing for shopfront structure installation. | | |
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| 3 Assemble and install shopfront structure. | <table border="0"><tr><td data-bbox="542 1780 590 1823">3.1</td><td data-bbox="638 1780 1406 1868">Assemble components, fittings and pre-assembled frames and place into position in preparation for installation.</td></tr><tr><td data-bbox="542 1890 590 1933">3.2</td><td data-bbox="638 1890 1406 1962">Raise bulkhead into position using mechanical lifting equipment and support, and brace shopfront structure.</td></tr></table> | 3.1 | Assemble components, fittings and pre-assembled frames and place into position in preparation for installation. | 3.2 | Raise bulkhead into position using mechanical lifting equipment and support, and brace shopfront structure. | | | | | | | | | | |
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- 3.3 Check and adjust shopfront structure for position, level, plumb and winding.
 - 3.4 Anchor and secure shopfront structure using specified fixing methods.
 - 3.5 Fit doors, door furniture and closures and ensure that they operate freely.
 - 3.6 Scribe fillers and seal remaining gaps with approved sealant.
 - 3.7 Measure, compile and send glazing order to appropriate person.
- 4 Clean up.
- 4.1 Remove excess sealant and clean shopfront of marks, masking tape and protective layers.
 - 4.2 Clear work area and dispose of, reuse or recycle materials following workplace and environmental requirements.
 - 4.3 Store and secure tools and equipment following workplace procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to CPCCSH3003 Assemble and install shopfront structures

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>

Assessment Requirements for CPCSHP3003 Assemble and install shopfront structures

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by assembling and installing one shopfront structure, incorporating a bulkhead and an opening for a roller, pivot or concertina doors, with a minimum overall height of 3.0 metres and a minimum width of 3.6 metres.

In doing this, the candidate must:

- schedule shopfront work to accommodate client requirements and minimise disruption to the business operations
- maintain public safety during the use of mobile scaffold, elevated work platform, power tools and equipment.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- shopfront regulations, codes and standards, in particular:
 - Australian Standard (AS) 2047 Windows and external glazed doors in buildings
 - AS 1288 Glass in buildings
- organisation's quality assurance requirements relating to the assembling and installing of shopfront structures
- sustainable shopfitting practices
- key features of working drawings and specifications
- workplace processes and procedures and environmental requirements
- characteristics, applications and limitations of materials used in shopfront structures:
 - acrylic
 - glass
 - aluminium

- laminates
- manufactured board
- solid timber
- workplace safety:
 - hierarchy of control
 - job safety and environmental analysis (JSEA)
 - safe work method statements (SWMSs)
 - safety data sheets (SDSs)
 - hazardous manual tasks
 - exposure to excessive noise
 - exposure to dust
 - electrical safety
 - emergency procedures (evacuation, location and use of firefighting equipment, first aid)
 - safety of public, visitors and others in the workplace
- processes and techniques for assembling and installing shopfront structures and fixings
- functional and operational features of hand and power tools and equipment:
 - air compressor and hoses
 - grinders
 - levelling equipment, including spirit levels
 - lifting plant
 - nail guns
 - planers
 - circular saws
 - jig saws
 - power drills
 - power leads
 - battery operated tools
 - hand saws, block plane.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to:

- relevant shopfront regulations, codes and Australian Standards
- current workplace safety and environmental documentation

- shopfront drawings and specifications, organisational policies, procedures and equipment to undertake the performance criteria and assessment requirements.

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