



Australian Government

CPCSHHP3004 Assemble internal shopfitting units and prepare for transport

Release: 2

CPCSHP3004 Assemble internal shopfitting units and prepare for transport

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 CPCCSH3004 Assemble internal shopfitting units and prepare for transport.

Application

This unit of competency specifies the skills and knowledge required to assemble internal pre-cut components in an off-site manufacturing premises. It includes attaching fittings to the shopfitting units and preparing them for safe transport to the installation worksite.

It applies to shopfitters involved in the final production stages of assembling shopfitting units prior to installation on a commercial site.

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

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

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 and prepare to assemble internal shopfitting units. | <ul style="list-style-type: none">1.1 Identify, read and interpret job requirements from plans and specifications.1.2 Apply organisational quality procedures and processes for assembling shopfitting units.1.3 Determine job priorities and sequence job tasks in consultation with others in the workplace.1.4 Identify workplace hazards and conditions and implement risk control measures following work health and safety requirements.1.5 Select, fit and use personal protective equipment (PPE) required for the task.1.6 Select tools and equipment for the task, check for serviceability, rectify and report faults.1.7 Identify components for shopfitting units, safely handle and locate ready for assembling. |
| 2 Assemble carcass. | <ul style="list-style-type: none">2.1 Assemble carcass with faces and edges flush, and secure joints with specified fixings.2.2 Square carcass, temporary brace and fix back, position and install shelves and mullions/divisions.2.3 Square and wind adjoining surfaces, close fit face panels flush with surfaces.2.4 Position and fix plinth or kicker to specified location.2.5 Prepare and secure external fixed panels to carcass using specified method and fixings. |
| 3 Fit bench and assemble and fit drawers. | <ul style="list-style-type: none">3.1 Assemble bench or countertop components in preparation for installation.3.2 Position bench or countertop on carcass to specified dimensions and fix using specified fixings and fasteners.3.3 Edge drawer fronts, assemble drawers with bottoms fitted and fixed, and fit handles.3.4 Determine drawer runner type from job requirements and |

- install to manufacturer specifications.
- 3.5 Apply specified clearances to install drawers parallel to carcass bottom.
- 4 Fit doors.
- 4.1 Edge doors and drill for and fix hinges and handles.
- 4.2 Hang doors to carcass with faces flush and allow specified clearances.
- 4.3 Sand surface edge finishes to job requirements and clean unit in preparation for coated finish.
- 5 Prepare units for transport.
- 5.1 Disassemble internal shopfitting units that are too large for transport or too heavy for safe lifting into smaller components and sections.
- 5.2 Determine and arrange packaging requirements for smaller and separate components.
- 5.3 Label disassembled components and sections, and place in a safe and appropriate area ready for collection.
- 5.4 Number and locate assembly diagram for inclusion in delivery instructions.
- 5.5 Safely store shopfitting units and components to avoid damage to surfaces.
- 6 Clean up.
- 6.1 Clean tools, equipment and machinery, check for serviceability and report damage or faults.
- 6.2 Clear work area and dispose of, reuse or recycle materials following workplace and environmental requirements.
- 6.3 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 CPCCSH3004 Assemble internal shopfitting units and prepare for transport.

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 CPCSHP3004 Assemble internal shopfitting units and prepare for transport

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by assembling and preparing for transport as outlined below:

- one point of sale counter with a minimum size of 2.4 metres in length
- one showcase with a minimum size of 2.0 metres height and 1.8 metres wide, including doors and glass
- one of the following, which must include a stone or acrylic surface:
 - cabinet with a minimum size of 750 mm high and 2.4 metres wide
 - wall unit with shelves and a minimum size of 1.8 metres high and 1.2 metres wide
 - workstation with a 90-degree return.

Knowledge Evidence

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

- shopfitting regulations, codes and standards
- organisation's quality assurance requirements relating to the assembling of internal shopfitting units and preparation of units for transport
- sustainable shopfitting practices
- key features of working drawings and specifications
- workplace processes and procedures and environmental requirements
- shopfitting units:
 - cabinet
 - counter
 - showcase
 - wall unit
 - workstation
- characteristics, applications and limitations of materials used in shopfitting components:

- acrylic
- glass
- laminates
- manufactured board
- solid timber
- adhesives, fixings and fasteners
- workplace safety:
 - 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 components for shopfitting units
- functional and operational features of tools and equipment:
 - battery operated tools
 - compressor
 - hand and power tools for assembly of units
 - measuring and marking tools
- fixings and fasteners used in assembling fitment:
 - benchtop connectors
 - brads
 - drawer runners
 - hinges
 - knockdown fittings
 - nails
 - screws
 - timber biscuits.

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 shopfitting legislation, codes and Australian Standards
- current workplace procedures, workplace safety and environmental documentation
- shopfitting drawings and specifications, organisational policies, procedures and equipment to undertake the performance criteria and assessment requirements
- digital technology, devices and software to program equipment and to develop and save documents electronically.

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