



Australian Government

Department of Education, Employment and Workplace Relations

CPCCPB3003A Fix battens

Release: 1

CPCCPB3003A Fix battens

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to fix battens to ceiling joists or roof trusses when preparing to fix ceiling system sheets.

Application of the Unit

Application of the unit This unit supports the attainment of skills and knowledge to safely and efficiently fix battens prior to fixing plasterboard sheeting while working with others as a member of a team.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare.	1.1. Work instructions and operational details are obtained using relevant information, confirmed and applied for planning and preparation purposes. 1.2. Safety (OHS) requirements are followed in accordance with safety plans and policies. 1.3. Signage and barricade requirements are identified and implemented. 1.4. Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement. 1.5. Material quantity requirements are calculated in accordance with plans and specifications and quality requirements. 1.6. Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use. 1.7. Environmental requirements are identified for the project in accordance with environmental plans and regulatory obligations and applied.
2. Identify work requirements.	2.1. Requirements for fixing battens to support structures are identified and selected. 2.2. Fasteners appropriate to fixing battens are identified and selected. 2.3. Joists and trusses are checked to confirm suitability for fixing battens, and any requirement to correct unevenness in joists and trusses is noted.
3. Cut and fix battens.	3.1. Packing materials are used to correct uneven joists where required. 3.2. Battens are measured and cut using approved work methods and required personal protective equipment. 3.3. Battens are fixed using selected fasteners at specified centres according to manufacturer recommendations. 3.4. Completed work is checked for correct alignment and fixing.
4. Clean up.	4.1. Work area is cleared and batten materials and fasteners are disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification. 4.2. Hazardous material is identified for separate

ELEMENT	PERFORMANCE CRITERIA
	handling. 4.3. Non-toxic materials are removed using correct procedures. 4.4. Dust suppression procedures are used to minimise health risk to work personnel and others. 4.5. Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication skills to:
 - follow instructions
 - read and interpret:
 - documentation from a variety of sources
 - drawings and specifications
 - recognise procedures
 - report faults
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication, such as hand signals
 - written skills to record results of checks and tests and relevant work completion procedures
- evaluate own actions and make judgments about performance and necessary improvements
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- organisational skills, including the ability to plan and set out work
- respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems
- teamwork skills to work with others to action tasks and relate to people from a

REQUIRED SKILLS AND KNOWLEDGE

range of cultural and ethnic backgrounds and with varying physical and mental abilities

- technological skills to:
 - use a range of mobile technology, such as two-way radio and mobile phones
 - voice and hand signals to access and understand site-specific instructions.

Required knowledge

Required knowledge for this unit is:

- adjust work activity to maintain quality standards
- application of product and process knowledge to identify problems and predict consequences
- identifying faults in operation of equipment or in materials quality
- identifying from workplace information and labels the type and purpose of materials and potential for health and safety risks
- identifying the purpose of tags and logs of use for equipment
- implications on work quality requirements for instruction to be followed
- manufacturer and supplier instructions for plant and equipment
- manufacturers' system installation procedures and nominated specifications for the work process
- names and functions of equipment, components and materials
- requirements for a systematic approach to planning own work
- safely use equipment, shift and handle products and materials.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- select and use appropriate batten materials and work methods
- operate from basic instructions without constant supervision
- identify faults in substrate/frame and rectify or report as required by contract
- execute work within agreed timeframes and standards
- interpret delivery documentation and work orders, and locate relevant materials
- apply knowledge of industry products to identify:
 - manufacturers' components and materials
 - Australian standards, Building Code of Australia (BCA) and manufacturer or contractor warranty compliance issues
 - suitable materials for a wide range of applications
 - common faults and problems that require reporting
- follow work instructions, select and use appropriate tools, materials, fasteners and equipment for safe work at heights to:
 - prevent damage to goods, equipment or products
 - select and use appropriate personal protective equipment
 - work effectively alone or with others and

EVIDENCE GUIDE

	• minimise the risk of injury • modify work activities to cater for variations in work site procedures, personnel, contexts and environment • maintain workplace records in relation to materials, plant and equipment use • use safe work behaviours and handling requirements for equipment, products and materials.
Context of and specific resources for assessment	This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints. Assessment of essential underpinning knowledge will usually be conducted in an off-site context. Assessment is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • building framework • batten materials • tools and equipment. Assessment of this unit of competency may be in conjunction with assessment of other units commonly performed at the same time in normal job roles. Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.
Method of assessment	Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles

EVIDENCE GUIDE

- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Guidance information for assessment

This unit could be assessed on its own or in combination with other units relevant to the job function, for example:

- CPCCCM2010A Work safely at heights.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Assessment processes and techniques should, as far as is practical, take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information includes:

- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions, where specified
- material safety data sheets (MSDS)
- memos
- regulatory and legislative requirements pertaining to fixing of battens
- relevant Australian standards
- safe work procedures relating to fixing of battens
- signage
- verbal, written and graphical instructions
- work bulletins
- work schedules, plans and specifications.

Planning and preparation include:

- assessment of conditions and hazards
- determination of work requirements and safety plans and policies
- equipment defect identification
- work site inspection.

Safety (OHS) is to be in accordance with state and territory legislation and regulations and project safety plan and may include:

- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- hazard control
- hazardous materials and substances
- organisational first aid
- PPE prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including the conduct of operational risk assessment and

RANGE STATEMENT

treatments associated with:

- concealed services (water, power and gas)
- lighting
- traffic control
- restricted access barriers
- trip hazards
- work site visitors and the public
- working at heights
- working in confined spaces
- working in proximity to others
- use of firefighting equipment
- use of tools and equipment
- workplace environmental requirements and safety.

Tools and equipment include:

- broad knives
- brooms
- electric screw guns
- equipment to work at heights
- hand and power drills
- hand saws
- keyhole saws
- measuring tapes and rules
- paintbrushes
- plasterboard hammers
- plasterer's trowels
- scaffold planks
- T squares
- taping knives
- trestles.

Quality requirements include relevant regulations, including:

- Australian standards
- internal company quality policy and standards
- manufacturer specifications
- workplace operations and procedures.

Materials include:

- beads
- cement render
- fibre cement sheets
- finishing materials
- plaster compounds
- plasterboard

RANGE STATEMENT

Environmental requirements
include:

- plasterglass sheets
- water resistant plasterboard.
- clean-up management
- dust and noise
- vibration
- waste management.

Unit Sector(s)

Unit sector Construction

Functional area

Functional area