



Australian Government

Department of Education, Employment and Workplace Relations

CPCCPB3012A Cut and fix paper-faced cornices

Release: 1

CPCCPB3012A Cut and fix paper-faced cornices

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to measure, cut and fix paper-faced cornices.

Application of the Unit

Application of the unit This unit supports the attainment of skills and knowledge to safely and efficiently fix pre-finished cornices 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. Plan and measure for cornice work.	2.1. Style of paper-faced cornice to be fitted is determined from work instructions. 2.2. Cornice length for each work area is determined and noted. 2.3. Requirements for safe work at heights are identified and planned for use.
3. Cut cornice lengths.	3.1. Cornice is handled following approved manual handling procedures. 3.2. Noted measurements are transferred to cornice stock, allowing for mitre requirements. 3.3. Cornice is cut using workplace-approved guides and cutting methods, minimising bending and kneeling with use of personal protective equipment where required.
4. Prepare cornice adhesive.	4.1. Manufacturer's instructions are consulted and applied to the preparation of the adhesive. 4.2. Preparation is carried out using clean container, clean water and approved personal protective equipment (PPE). 4.3. Adhesive powder is added to water until powder can

ELEMENT	PERFORMANCE CRITERIA
5. Fix cornice.	absorb no more water. 4.4. Consistency of mix is adjusted to suit hand or mechanical application of adhesive. 5.1. Means for safe access for work at heights is used where required. 5.2. Methods of holding cornice temporarily in place at the wall or ceiling junction are planned and used following workplace-approved procedures. 5.3. Appropriate amount of adhesive is applied to cornice. 5.4. Cornice is fitted following workplace-approved practices for work at heights and manual handling.
6. Finish work.	6.1. Excess cornice adhesive on cornice faces is removed. 6.2. Joins and junctions are filled and smoothed. 6.3. If required, temporary fixings and supports are removed and holes are filled.
7. Clean up.	7.1. Work area is cleared and lengths of cornice and adhesives are disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification. 7.2. Hazardous material is identified for separate handling. 7.3. Non-toxic materials are removed using correct procedures. 7.4. Dust suppression procedures are used to minimise health risk to work personnel and others. 7.5. 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 AND KNOWLEDGE

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 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:

- adjusting work activity to maintain quality standards
- application of product and process knowledge to predict consequences and identify improvements
- identifying and applying appropriate safety precautions to safely use equipment, and shift and handle products and materials
- identifying and reading manufacturers' product installation procedures and nominated specifications for mixing adhesives, and fixing and cutting cornices
- identifying by name and general application paper-faced and handmade cornices
- identifying faults in materials
- identifying from workplace information and labels the type and purpose of

REQUIRED SKILLS AND KNOWLEDGE

- materials and potential for health and safety risks for cornices and adhesives
- requirements to plan own work using a systematic approach to allow for efficient and safe handling of cornices and safe access to work at heights.

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:

- identify work order or contract and delivery documentation and match to delivered cornice
- select and use appropriate cornice materials and work methods
- plan and execute work within agreed timeframe and to a high standard under general supervision
- identify problems in fitting cornices and suggest appropriate alternative rectifications
- follow work instructions, operating procedures and inspection practices to:
 - prevent damage to goods, equipment or products
 - explain the reasons for use of cornice reinforcing systems
 - meet required work output and product quality
 - select and use appropriate personal protective equipment
 - minimise the risk of injury to self or others
- work effectively with other workers on and off site
- 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
- follow safe handling requirements of

EVIDENCE GUIDE

Context of and specific resources for assessment

equipment, products and materials.

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 with plasterboard clad walls
- cast cornice
- 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
- 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

EVIDENCE GUIDE

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 fitting cornices
- relevant Australian standards
- safe work procedures relating to fitting cornices
- 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 treatments associated with:
 - concealed services (water, power and gas)
 - lighting

RANGE STATEMENT

	• 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.
<i>Tools and equipment</i> include:	• broad knives • brooms • electric screw guns • 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.
<i>Quality requirements</i> include relevant regulations, including:	• Australian standards • internal company quality policy and standards • manufacturer specifications • workplace operations and procedures.
<i>Materials</i> include:	• beads • cement render • fibre cement sheets • finishing materials • plaster compounds • plasterboard • plasterglass sheets • water resistant plasterboard.
<i>Environmental requirements</i> include:	• clean-up management • dust and noise • vibration

RANGE STATEMENT

- waste management.

Unit Sector(s)

Unit sector Construction

Functional area

Functional area