



Australian Government

Department of Education, Employment and Workplace Relations

CPCCSH3003A Assemble and install shopfront commercial entries bulkheads and components

Release: 1

CPCCSH3003A Assemble and install shopfront commercial entries bulkheads and components

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit specifies the outcomes required to assemble component parts and fittings that form the total product fabrication for a shopfront structure.

Application of the Unit

Application of the unit This unit of competency supports the achievement of skills and knowledge to assemble and install fabricated street fronts, shopping centres, and commercial and industrial buildings, including both internal and external applications, which may include working with others and 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 job requirements, checked for serviceability and any faults are rectified or reported prior to commencement. 1.5. Material quantity requirements are calculated in accordance with plans, 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 statutory and regulatory authority requirements, and are applied. 1.8. Fittings and/or pre-assembled frames are unloaded carefully to protect finishes and are placed in well protected area until ready to reassemble.
2. Establish datum and plumb lines.	2.1. Datum is struck for level as required for installation. 2.2. Plumb lines are marked at all connecting points.
3. Prepare opening.	3.1. Opening dimensions are checked in accordance with dimensions of fabrication and plumb lines are checked for similarity to original site measurement. 3.2. Drawings are checked for position of lease line or where unavailable checked with building contractor. 3.3. Protrusions are scraped, chipped and cut away to connecting points to facilitate installation. 3.4. Narrowest part of opening is determined and sill packing is set up to specified level for installation that to conforms to AS2047 Windows in buildings.
4. Assemble shopfront.	4.1. Fittings are placed into position to commence installation. 4.2. Holes are pre-drilled for fixing positions suitable to connect to brickwork, timber and stone. 4.3. Measurements of completed assembly are checked against opening and glazier is contacted for site measurements.

ELEMENT

PERFORMANCE CRITERIA

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| 5. Fit bulkhead. | <ul style="list-style-type: none">5.1. Bulkhead is prepared for installation by drilling, cutting and routing holes and openings to accept fittings and fixtures.5.2. Scaffolding is erected to fit bulkhead into position.5.3. Bulkhead is raised into position using mechanical lifting equipment and secured to specifications using fixing methods required to securely support installation. |
| 6. Install assembly. | <ul style="list-style-type: none">6.1. Door are checked for square to ensure glazier has blocked glass correctly and assembly is positioned into opening allowing it to rest on packing at highest position in floor.6.2. Datum line is transferred on assembly and position is measured and transferred to all connecting points.6.3. Assembly is installed to level using appropriate equipment for levelling process, plumbed off narrowest point of width and packed to position.6.4. Assembly is anchored at all connecting points to specifications, doors are fitted where applicable and glazier is contacted to notify that assembly is ready for glass installation.6.5. Door closures are checked to ensure that they face mount, floor or transom and that automatic and floor or head-fixed tracks operate freely.6.6. Closures, door furniture and scribe fillers are fitted and any remaining gaps are sealed with approved sealant.6.7. Sealants are applied to specification to protect against water, wind and dust penetration. |
| 7. Clean up. | <ul style="list-style-type: none">7.1. Assembly is cleaned free from excess sealant, finger marks and masking tape.7.2. Waste and unwanted material are disposed of safely with any waste aluminium stored for recycling and any unused material stored/stacked.7.3. Tools and equipment are cleaned, maintained and stored. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

REQUIRED SKILLS AND KNOWLEDGE

Required skills

Required skills for this unit are:

- ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems
- communication skills to:
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - follow instructions
 - read and interpret drawings and specifications
 - use and interpret non-verbal communication
 - use language and concepts appropriate to cultural differences
- innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action
- numeracy skills to apply measurements and calculations
- planning and organisational skills to identify requirements, apply relevant resources and sequence tasks
- problem solving skills to recognise and take action to rectify minor faults and problems
- teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities.

Required knowledge

Required knowledge for this unit is:

- Australian standards, including AS1873 Powder actuated (PA) hand-held fastening tools, and AS2407 Windows in buildings
- design and construction processes for shopfronts
- interpretation of relevant drawings and specifications
- job safety analysis (JSA) and safe work method statements
- organisation's quality assurance requirements
- workplace and equipment safety requirements.

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 prepare and assemble all components of a shopfront, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within context of setting out and fabricating a shopfront
- identify details and specifications of nominated shopfront to be set out
- accurately apply tools and equipment to set out and mark location of frame material thickness and components
- accurately apply measuring devices to read and record dimensions, plumb and level
- identify inconsistencies in dimensions, plumb and level recorded for notification to appropriate personnel
- identify and select prepared materials for components
- display sound procedures for the safe and accurate preparation of each component for assembling
- select and use appropriate processes, tools and equipment for assembling components
- demonstrate safe and efficient use of tools and equipment
- demonstrate sound techniques in the safe and efficient assembly of components to form framework for shopfront

EVIDENCE GUIDE

- display sound and accurate fitting of component fittings to locations
- complete assembly free of scratches, dents and blemishes
- safely and efficiently disassemble components and fittings and identify for delivery and assembling instructions
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workshop operations.

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:

- workshop location with appropriate area
- tools and equipment appropriate to required tasks
- materials and prepared components for assembly processes
- drawings, specifications and documentation relevant to activity.

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

EVIDENCE GUIDE

skills with workplace tasks and job roles

- confirm a reasonable inference that competency is not only verified under the particular assessment circumstance, but is 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 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.

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

RANGE STATEMENT

regional contexts) may also be included.

RANGE STATEMENT

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 assembling/installing shopfront commercial entries bulkheads and component fittings
- relevant Australian standards
- safe work procedures relating to assembling/installing shopfront commercial entries bulkheads and component fittings
- 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
 - restricted access barriers
 - traffic control
 - work site visitors and the public
 - working at heights

RANGE STATEMENT

- working in confined spaces
- working in proximity to others
- use of firefighting equipment
- use of tools and equipment
- workplace environmental requirements and safety.

RANGE STATEMENT

Tools and equipment include:

- air compressor and hoses
- brushes
- building line
- chalk line
- clamps
- hammers
- levelling equipment
- measuring tapes and rules
- nail guns
- plumb bob
- power drills
- power leads
- sash cramps
- screwdrivers
- spirit levels
- squares
- step ladders
- straight edge.

Quality requirements include:

- assembling procedures
- attention to specifications of work
- control of handling procedures
- protection of material surfaces
- quality of materials
- relevant regulations, including:
 - Australian standards
 - internal company quality policy and standards
 - manufacturer specifications where specified
 - workplace operations and procedures
- use and maintenance of equipment
- workplace operations and procedures.

Materials include:

- aluminium
- timber.

Environmental requirements include:

- clean-up management
- dust and noise
- stormwater protection
- waste management.

Statutory and regulatory

- federal, state and local authorities administering applicable Acts, regulations and

RANGE STATEMENT

authority includes: codes of practice.

Unit Sector(s)

Unit sector Construction

Functional area

Functional area