



Australian Government

Department of Education, Employment and Workplace Relations

CPCCSH3005A Apply and trim decorative finishes

Release: 1

CPCCSH3005A Apply and trim decorative finishes

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit specifies the outcomes required to prepare and apply decorative and ornamental edgings and add-ons as finishes to specified designs.

Application of the Unit

Application of the unit This unit of competency supports the achievement of skills and knowledge to apply decorative and ornamental edgings and add-ons used to provide finishes to a specified design, and 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
--------------	--

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. Appropriate personal protective equipment selected, correctly fitted and used. 1.6. Material quantity requirements are calculated in accordance with plans, specifications and quality requirements. 1.7. Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use. 1.8. Environmental requirements are identified for the project in accordance with environmental plans and statutory and regulatory authority requirements, and are applied.
2. Identify types of decorative finishes and requirements for fixing.	2.1. Types of decorative add-ons and finishes are identified and applied. 2.2. Methods of fixing and finishing add-ons are identified and applied.
3. Carry out fixing processes and finishing techniques.	3.1. Preparation requirements for fixing of add-ons are carried out to instructions and specifications. 3.2. Decorative add-ons are fitted and fixed according to instructions and specifications. 3.3. Applied add-ons are trimmed and finished to specifications.
4. Clean up.	4.1. Work area is cleared and waste material disposed of safely. 4.2. 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

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
- 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:

- commonly used decorative and ornamental finishes
- fixings and fasteners relevant to affixing decorative edgings and add-ons
- interpretation of drawings and specifications
- job safety analysis (JSA) and safe work method statements
- materials and their characteristics relevant to decorative edgings and add-ons
- measuring and setting out related to decorative finishes
- organisation's quality assurance requirements
- workplace and environment 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 select finishes, and fix and finish at least two types of decorative add-ons in two different materials listed in the range statement, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within the context of applying decorative finishes
- identify four designed decorative or ornamental finishes to be applied in application projects
- identify and select required materials and components for project
- select and use appropriate processes, tools and equipment for application tasks
- appropriately and accurately set out materials and locate for placement
- adopt safe and effective handling procedures for movement and placement of materials and components
- safely and efficiently fix or secure two separate add-ons into place
- apply appropriate and efficient applications of at least two specified finishes
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workplace operations.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and

EVIDENCE GUIDE

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:

- workplace location and unit associated with application tasks
- materials and components relevant to proposed activity
- tools and equipment appropriate for activity
- drawings and documentation relevant to designed 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 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

EVIDENCE GUIDE

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 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
- MSDS
- memos
- regulatory and legislative requirements pertaining to applying and trimming decorative finishes
- relevant Australian standards
- safe work procedures relating to applying and trimming decorative finishes
- signage

RANGE STATEMENT

Planning and preparation include:

- verbal, written and graphical instructions
- work bulletins
- work schedules, plans and specifications.
- 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
 - working in confined spaces
 - working in proximity to others
 - working platforms and scaffolding
- use of firefighting equipment
- use of tools and equipment
- workplace environmental requirements and safety.

Tools and equipment include:

- air compressor and hoses
- bevels
- chisels
- clamps
- hammers
- hand saws
- measuring tapes and rules
- nail guns

RANGE STATEMENT

	• power drills • power leads • saw stools • screwdrivers • spirit levels • squares.
Quality requirements include:	• attention to specifications of work • control of handling procedures • 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.
Environmental requirements include:	• clean-up management • dust and noise • stormwater protection • waste management.
Statutory and regulatory authority includes:	• federal, state and local authorities administering applicable Acts, regulations and codes of practice.
Decorative add-ons and finishes include:	• brackets • carving • extruded sections • mouldings.
Add-ons may be manufactured from:	• aluminium • marble • medium density fibreboard (MDF) • plaster • plastics • reinforced concrete • stone • timber.
Fixing methods include:	• dowel joint • nailing • screwing

RANGE STATEMENT

- use of adhesives.

Unit Sector(s)

Unit sector Construction

Functional area

Functional area