



Australian Government

Department of Education, Employment and Workplace Relations

CPCPRF3011A Receive roofing materials

Release: 1

CPCPRF3011A Receive roofing materials

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to coordinate the delivery, receipt and handling of roofing materials on a site.

Application of the Unit

Application of the unit Site location for work application may be either domestic or commercial and may be an existing structure being renovated, extended, restored or maintained.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

CPCPCM2023A

Carry out OHS requirements

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. Prepare for work.	1.1. Plans and specifications are obtained and confirmed by site visit. 1.2. Safety (OHS) requirements associated with materials handling, and workplace environmental requirements, are adhered to throughout the work. 1.3. Quality assurance requirements are identified and adhered to in accordance with workplace requirements. 1.4. Tools and equipment, including personal protective equipment and barricades and signs, are selected and checked for serviceability. 1.5. Work area is prepared to support efficient receipt of roofing materials.
2. Plan delivery.	2.1. Plans, specifications, material quantity details and other relevant information are interpreted to determine amount and type of material to be delivered to site. 2.2. Site is visited to determine capacity, identify risks and hazards, and identify load-handling methods and techniques. 2.3. Spot load limits on roof frame structure are obtained from structural engineer. 2.4. Loads are sequenced in accordance with job requirements and work site capacity. 2.5. Orders are placed specifying items, quantities and sequence of delivery of each load. 2.6. Deliveries are planned and sequenced in conjunction with others involved in or affected by their arrival.
3. Receive delivery of materials.	3.1. Employees are informed of delivery process. 3.2. Access to site for crane and other support vehicles and equipment is cleared and provided. 3.3. Delivery sites and spot load sites and material securing equipment are prepared. 3.4. Safety barricades and signs are positioned. 3.5. Loads are moved from delivery vehicle to spot load positions or other determined site location. 3.6. Loads are covered and secured to prevent damage in accordance with standards and manufacturer requirements, and faults are reported.
4. Clean up.	4.1. Safety barricades and signs are removed.

ELEMENT	PERFORMANCE CRITERIA
	4.2. Work area is cleared and materials disposed of or recycled in accordance with state and territory legislation, <i>statutory and regulatory authority</i> requirements and workplace procedures. 4.3. Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and workplace procedures. 4.4. Documentation is completed in accordance with workplace requirements.

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:
 - access information
 - complete workplace documentation
 - determine requirements
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - follow instructions
 - inform employees of delivery process
 - plan and sequence deliveries with others
 - read and interpret:
 - documentation from a variety of sources
 - drawings and specifications
 - report faults
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication, such as hand signals
- coordinating receipt of deliveries of roofing materials to a work site
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- numeracy skills to apply calculations

REQUIRED SKILLS AND KNOWLEDGE

- organisational skills, including the ability to plan and set out work
- relocating materials and securing them within the site
- sequencing the delivery of materials
- 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:
 - access and understand site-specific instructions in a variety of media
 - use mobile communication technology.

Required knowledge

Required knowledge for this unit is:

- application of relevant regulations and workplace procedures
- deployment of relevant human and physical resources and facilities
- identification and correct use of equipment, processes and procedures
- job safety analysis (JSA) and safe work method statements (SWMS)
- methods of working and correct selection and use of equipment relevant to work activity
- relevant OHS regulations and fall protection codes and requirements
- relevant statutory and authority requirements related to transportation and storage of roofing materials
- SI system of measurement
- techniques and procedures for delivery of roof plumbing materials
- workplace planning and estimation processes for delivery of roof plumbing 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 providing that simulated or project-based assessment techniques fully replicate plumbing and services 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:

- locating, interpreting and applying relevant information, standards and specifications to receiving roofing materials
- applying safety requirements throughout the work sequence, including the use of personal protective clothing and equipment
- as a minimum the ability to, given the plans and specifications of a roofing project, assess roofing material requirements, sequence their delivery to correspond with a planned construction project, receive the materials (including the location of spot points) and secure arrangements, ensuring:
 - correct identification of requirements and details of their delivery
 - correct selection and use of appropriate processes, tools and equipment
 - completing all work to specification
 - compliance with regulations, standards and organisational quality procedures and processes
 - communicating and working effectively and safely with others.

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

EVIDENCE GUIDE

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:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the minimum task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe working practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

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 a period of time reflecting the scope of the role and the practical requirements of the

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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 regional contexts) may also be included.

Safety (OHS) is to be in accordance with commonwealth, state and territory legislation and regulations and may include:

- handling of materials
- hazard control
- personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including recognising and preventing hazards associated

RANGE STATEMENT

	with:
	• hazardous materials and substances • lifting and placement of loads • service lines • surrounding structures and facilities • trip hazards • use of tools and equipment • work site visitors and the public • working at heights • working in proximity to others
Environmental requirements may include:	• use of firefighting equipment • use of first aid equipment • workplace environment and safety. • clean-up protection • waste management.
Quality assurance requirements may include:	• Environment Protection Authority (EPA) • internal company quality assurance policy and risk management strategy • International Standards Organisation • site safety plan • workplace operations and procedures.
Tools and equipment may include:	• barricades and signage • fall protection equipment • ladders • lifting and load shifting equipment, including: • chain blocks • elevated work platforms • forklifts • hand trolleys • hoists and jacks • restricted height scaffolds • rollers.
Materials that may be received include:	• blanket and batt types • industrial roof components • laminate • metal rainwater products • metal roof covers of concealed or pierce fixed types • metal self drilling and tapping screws

RANGE STATEMENT

Information may include:

- plastic building sheets for walls and roofs
- prefabricated roofing components
- rainwater goods
- rivets and sealants (silicon and solder)
- thermal insulation of reflective foil.
- charts and hand drawings
- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions
- material safety data sheets (MSDS)
- memos
- organisation work specifications and requirements
- regulatory and legislative requirements, particularly those pertaining to:
 - building codes
 - OHS and environmental requirements
 - plumbing regulations
- relevant Australian standards
- safe work procedures relating to receiving roofing materials
- signage
- verbal, written and graphical instructions
- work bulletins
- work schedules, plans and specifications.

Fault reporting:

- may be written or verbal
- is to be in accordance with company's workplace procedures.

Statutory and regulatory authorities include:

- state or territory statutory authority
- statutory plumbing authority.

Unit Sector(s)

Unit sector Plumbing and services

Co-requisite units

Co-requisite units Nil

Functional area

Functional area