



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT2230B Assemble products

Release: 1

FPICOT2230B Assemble products

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit describes the outcomes required to prepare and assemble construction-ready products; and to stack, strap and despatch them in readiness for transport to a construction site General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication This unit replaces FPICOT2230A Assemble products
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Application of the Unit

Application of the unit	The unit involves assembling products in a forest products factory setting The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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 assembly	1.1. Applicable occupational health and safety (OHS), environmental, legislative and organisational requirements relevant to assembling products are identified and followed 1.2. Work order and construction plans are reviewed and clarified with appropriate personnel 1.3. Type and quantity of material and assembly hardware are collected 1.4. Equipment is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer recommendations 1.5. Setup jigs required for construction are specified and prepared 1.6. Communication with others is established and maintained in line with OHS requirements
2. Set up components	2.1. Timber components are selected from pre-cut material in line with the cutting list 2.2. Components are positioned and clamped in jigs ready for joining with allowable faults, joins and grain, in line with construction standards and grading rules 2.3. Material with defective components is rejected and disposed of in line with site procedures and environmental requirements 2.4. Components are stapled to maintain temporary alignment during assembly
3. Install assembly hardware	3.1. Assembly hardware is located and selected in line with the construction plans and standards 3.2. Hardware is positioned on joints and installed 3.3. Temporary bracing is nailed or stapled to the product in line with construction standards 3.4. Assembly faults are corrected in line with site procedures
4. Prepare products for despatch and report outcomes	4.1. Finished product is checked and labelled in line with the work order 4.2. Components are removed from jigs and safely stacked in a designated location in line with work order requirements 4.3. Finished products are strapped, packed and labelled

ELEMENT**PERFORMANCE CRITERIA**

ready for transportation

4.4. Strapping waste is minimised and ***dealt with*** in line with site procedures, manufacturer recommendations and environmental requirements

4.5. ***Equipment faults*** are recognised and reported in line with site procedures

4.6. ***Records and reports*** are accurately completed, processed and maintained in line with workplace procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Required skills

- Technical skills sufficient to use and maintain relevant tools, machinery and equipment; efficiently and safely assemble products
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others; locate, record and report information
- Literacy skills sufficient to follow legislation, regulations, standards, codes of practice and established safe practices and procedures for assembling products
- Numeracy skills sufficient to measure, estimate and calculate time required to complete a task
- Problem solving skills sufficient to review and identify work requirements; identify problems and equipment faults; demonstrate appropriate response procedures

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for assembling products
- Environmental protection requirements, including the safe disposal of waste material (including preservative treated timber) and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for assembling products
- Environmental risks and hazards
- Criteria for recycling and re-using material with defective components
- Characteristics of timber and timber defects

REQUIRED SKILLS AND KNOWLEDGE

- Products and their use
- Assembly sequences and jigs, componentry and construction standards
- Industry standard cross sections and lengths
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their safe use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

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

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently assemble products according to organisational requirements

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

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to assembling products
- following organisational policies and procedures relevant to assembling products
- assembling products in line with the work order, construction plans and construction standards
- stacking and strapping bundles of completed products in line with organisational requirements and OHS regulations

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of

EVIDENCE GUIDE

workplace relevant contexts) together with application of required knowledge

- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

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.

OHS requirements:

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and

RANGE STATEMENT

may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling including shifting, lifting and carrying
- legislation
- organisational policies and procedures
- workplace practices

Environmental requirements
may include:

Legislative requirements:

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

Organisational requirements
may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS, emergency and evacuation procedures
- ethical standards

RANGE STATEMENT

- recording and reporting requirements
 - equipment use, maintenance and storage requirements
 - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Products** may include:
- pallets
 - crates
 - trellises
 - stairs
 - doors
 - windows
 - beams
- Work order** is to include:
- instructions for the assembly and despatch of timber and timber products from the work site
- and may include:
- construction plans or drawings
 - type of product
 - size
 - quantity and grade
 - instructions for the environmental monitoring of work and procedures
 - environmental care requirements relevant to the work
- Appropriate personnel** may include:
- supervisors
 - suppliers
 - clients
 - colleagues
 - managers
- Material** may include:
- native timber species
 - imported timber species
 - dressed timber
 - in-the-rough timber
 - stress and non-stress graded timber
 - preservative treated timber
 - medium density fibreboard
 - laminated veneer
 - chipboard
 - fibreboard and other manufactured board products

RANGE STATEMENT

- coated and/or treated timber products
 - beams, including laminated beams
- Assembly hardware** may include:
- nailing plates
 - gang nails
 - nail gun nails
 - staples
- Equipment** may include:
- measuring equipment
 - assembly jigs
 - nail plate presses
 - staple guns
 - nail guns
 - compressor or compressed air supply
 - marking equipment
 - strapping equipment
- Setup jigs** may include:
- enterprise manufactured templates that assist in the positioning of components during the assembly process
- Communication** may include:
- verbal and non-verbal language
 - constructive feedback
 - active listening
 - questioning to clarify and confirm understanding
 - use of positive, confident and cooperative language
 - use of language and concepts appropriate to individual social and cultural differences
 - control of tone of voice
- Timber components** are the sections of timber or timber product which have been pre-cut in readiness for assembly and have been cut in line with the construction plans and cutting list
- Defective components** may include:
- components with an unacceptable level of:
 - warp
 - wane
 - cupping
 - shakes
 - insect defects
 - knots
 - resin pockets

RANGE STATEMENT

- Disposing of** may include:
- recycling material with defective components
 - re-using material with defective components
 - redirecting material with defective components for energy recovery

Temporary bracing may be fixed to secure the assembled product in alignment and square during transportation, moving and positioning on site

- Assembly faults** may include:
- incorrectly positioned joints
 - timber splits from nailing
 - incorrectly positioned hardware

- Stacking** may include:
- preparing for transport
 - categorising in common size and shape
 - marking lots in line with work order and site requirements
 - locating so as not to block access or passage

- Strapping** may include:
- securing bundles with metal or plastic strap
 - tightening and tensioning using hand-held equipment to prevent slippage, strap breakage and damage to products

- Dealing with** may include:
- recycling strapping waste
 - sending strapping waste to landfill

- Equipment faults** may include:
- damaged equipment components
 - electrical faults

- Records and reports** may include:
- product type and size
 - inspection information
 - grading and labelling outcomes
 - storage locations
 - quality outcomes
 - hazards
 - incidents
 - equipment malfunctions

and may be:

- manual
- computer-based system
- other appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field	Common Technical
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