



Australian Government

Department of Education, Employment and Workplace Relations

FPIWPP3209B Prepare resin and additives

Release: 1

FPIWPP3209B Prepare resin and additives

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to prepare and mix glue together with operating ancillary equipment associated with raw board, veneering and laminating

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 FPIWPP3209A Prepare resin and additives

Application of the Unit

Application of the unit

The unit involves preparing resin and additives in forest products factory

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for mixing	1.1. Applicable Occupational Health and Safety (OHS), environmental, legislative and organisational requirements relevant to preparing resin and additives are identified and followed 1.2. Work order is reviewed and checked with appropriate personnel 1.3. Type and quantity of glue or resin to be mixed is acquired from the storage location 1.4. Equipment is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer's recommendations 1.5. Mixing process is selected and planned in line with site procedures 1.6. Communication with others is established and maintained in line with OHS requirements
2. Mix glue	2.1. Resin or glue ingredients and additives are measured and mixed ensuring minimum wastage in line with site requirements 2.2. Mix is transferred to appropriate storage location or production equipment without contamination through transfer lines 2.3. Addition rate of resins or additives is monitored and pumps adjusted 2.4. Samples of mix are regularly taken for testing in line with standard operating procedures 2.5. Mixing processes and equipment faults are recorded and reported to the appropriate personnel
3. Maintain and clean equipment	3.1. Mixing, storage and transfer equipment are cleaned to organisation requirements 3.2. Pumps are turned off and equipment flushed in line with organisational standard operating procedures 3.3. Excess glue or resin and additives are disposed of in line with statutory requirements and environmental regulations 3.4. Equipment and ingredients are stored in line with statutory requirements and environmental regulations

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 prepare resin and additives
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to accurately record and report workplace information, and maintain documentation
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to identify problems and equipment faults and 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 preparing resin and additives
- Environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals, and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for preparing resin and additives
- Environmental risks and hazards
- Additive and resin types and uses
- Characteristics of glue, resin and additives
- Weather conditions affecting bonding times
- Mixing operations and maintenance procedures
- Storage systems and labelling
- Established communication channels and protocols
- Problem identification and resolution strategies and common fault finding techniques
- Types of tools and equipment and procedures for their use, operation 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 prepare resin and additives within 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 preparing resin and additives
- following organisational policies and procedures relevant to preparing resin and additives
- preparing resin and additives in line with the work order and within prescribed organisational requirements
- conducting mixing operations and maintenance procedures
- storing batches of adhesive in line with organisational requirements and OHS regulations
- 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

Context of and specific resources for assessment

EVIDENCE GUIDE

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 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.

RANGE STATEMENT

OHS requirements:

are to be in line with applicable Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures, and 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

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices

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

RANGE STATEMENT

	- processes and standards - OHS, emergency and evacuation procedures - ethical standards - recording and reporting requirements - equipment use and maintenance and storage requirements - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
Work order is to include:	instructions for the mixing of additives and resin
	and may include: - type - quantity - setting rate - mixing percentages - additives - hardness - 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
Glue and resin may include:	- synthetic or animal based adhesives such as casein - rubber based adhesives - poly vinyl acetate - epoxy resins - formaldehydes
Mixing:	- usually includes mixing a base ingredient with a harder ingredient to aid setting plus any specified additives to specified quantities - can occur manually or mechanically
Storage locations may include:	- drums kept in flammable goods storage areas - plastic tubs kept in flammable goods storage areas

RANGE STATEMENT

Equipment may include:

- mixers with manually controlled feed
- mixers with pre-programmed mix quantities
- cycles
- transfer pumps
- valves

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
- body language

Additives may include:

- agents which harden, soften, accelerate or decelerate glue or resin setting

Transfer lines may include:

- transfer of ingredients to the mixers
- transfer of the mixed glue to storage or production

Testing is to include:

regular sampling of the glue, additives or resin to check:

- mix quantities
- setting speed (is it going off?)
- how weather conditions may be affecting the process

Records and reports may include:

- testing results
- quantities produced
- condition changes
- production difficulties
- storage locations
- quality outcomes
- hazards
- incidents
- equipment malfunctions

and may be:

- manual
- using a computer-based system or another appropriate organisational communication

RANGE STATEMENT

system

Unit Sector(s)

Unit sector No sector assigned

Co-requisite units

Co-requisite units

Competency field

Competency field Wood Panel Products