



Australian Government

ICTTEN202 Use hand and power tools

Release: 2

ICTTEN202 Use hand and power tools

Modification History

Release	Comments
Release 2	This version released with ICT Information and Communications Technology Training Package Version 5.0.
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to safely use hand and power tools in the workshop and on the worksite.

It applies to individuals who may work as technical staff and who may make use of safety equipment and workshop facilities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Telecommunications – Telecommunications Networks Engineering

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for work activity	1.1 Identify the type of work to be performed from work instructions 1.2 Select appropriate hand and power tools for work to be performed in line with industry standards or specified approved tools for use 1.3 Set up and check tools for use according to industry approved information 1.4 Examine work environment and plan work with tools to

ELEMENT	PERFORMANCE CRITERIA
	maximise safety and productivity 1.5 Clear and clean work area to make it free of obstructions and allow clear access to tools
2. Prepare work piece for tool use	2.1 Mount, support or align work piece correctly to the tool or machine to be used 2.2 Anchor work piece securely where necessary to prevent movement
3. Operate hand and power tools	3.1 Use hand and power tools correctly according to industry and enterprise safe working practices 3.2 Use safety equipment during tool operation according to industry and enterprise safe working practices 3.3 Monitor tool operation continuously and discontinue use if abnormal operation occurs 3.4 Clean work area on completion of work
4. Maintain hand and power tools after use	4.1 Clean and store tools according to industry and enterprise safe working practices 4.2 Report abnormal tool operation or other problems according to established procedures 4.3 Perform programmed maintenance of tools according to work role 4.4 Arrange inspection of power tools according to regulatory requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	Interprets and understands complex information required for preparation and use of tools
Writing	Completes workplace documentation accurately using appropriate form and vocabulary
Navigate the world of work	Follows legislative requirements and organisational protocols, policies and procedures relevant to own role, with particular emphasis on safety

Get the work done	- Plans and prioritises tasks, developing and implementing a work program in line with expectations and work role - Makes decisions around immediate, clearly defined tasks regarding use of tools, personal protective equipment (PPE), cleaning agents and waste disposal
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTTEN202 Use hand and power tools (Release 2)	ICTTEN202 Use hand and power tools (Release 1)	Updates to performance criteria. Updates to template to apply consistent format between units.	Equivalent unit

Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTTEN202 Use hand and power tools

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- accurately interpret work orders relevant to selection and use of tools
- interpret specifications and instructions relating to materials and equipment on which tools are to be used
- prepare work environment and set up tools for safe and effective use
- perform work processes following all relevant safety requirements applying to use of hand and power tools
- monitor tool operation for correct operation during use
- inspect completed work to verify correct tool operation and use
- communicate evidence of faults and other problems
- comply with all related work health and safety (WHS) requirements and work practices.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- electrical and compressed air safety
- equipment types, characteristics, technical capabilities and limitations
- features and operating requirements of hand and power tools

- general housekeeping policies and procedures
- industry and worksite terminology
- information required to operate equipment according to a test specification
- job safety analysis (JSA) or safe work method statement
- legislation, codes of practice and other formal agreements that impact the work activity
- manufacturer's requirements for safe operation of equipment
- materials commonly used in the industry
- safety data sheets (SDS) and materials handling methods
- operational, maintenance and basic diagnostic procedures
- common power sources
- specific WHS requirements relating to the activity and site conditions
- typical issues and challenges that occur onsite.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- sites where hand and power tools may be used
- hand and power tools currently used in industry
- relevant regulatory and equipment documentation that impact the use of hand and power tools.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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