



**Australian Government**

# **MSFFL2002 Receive and prepare floor covering materials for installation**

**Release: 1**

# MSFFL2002 Receive and prepare floor covering materials for installation

## Modification History

Release 1 - New unit of competency

## Application

This unit of competency covers planning, preparing, packaging, protecting, transporting and loading floor covering materials to an installation site with minimum damage to floor coverings and components. Acclimatisation on site is required to ensure that material being installed is installed whilst at the same temperature and humidity as the area being covered so that the fitted material does not subsequently shrink or stretch from its fitted form.

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

## Pre-requisite Unit

## Competency Field

## Unit Sector

Flooring technology

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

|   |                                   |     |                                                                                                                                                                                                                                   |
|---|-----------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Identify preparation requirements | 1.1 | Applicable work health and safety (WHS), legislative and organisational requirements relevant to receiving, preparing, packaging, protecting, transporting, loading and storage of floor coverings are verified and complied with |
|   |                                   | 1.2 | Floor covering materials to be prepared are identified against work orders                                                                                                                                                        |
|   |                                   | 1.3 | Instructions, work plans and product information are read and interpreted to identify the preparation process required to complete work tasks                                                                                     |
|   |                                   | 1.4 | Details of the site conditions, including safety and security requirements, are confirmed from reports or                                                                                                                         |

|   |                                         |     |                                                                                                                                                            |
|---|-----------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                         |     | physical inspection                                                                                                                                        |
|   |                                         | 1.5 | Delivery point, access and storage on site are identified and methods for loading/hoisting floor coverings are determined                                  |
|   |                                         | 1.6 | Size, shape and special packaging requirements are determined for transportation to site                                                                   |
|   |                                         | 1.7 | Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition |
| 2 | Receive flooring materials              | 2.1 | Flooring materials are received and segregated into products                                                                                               |
|   |                                         | 2.2 | Received materials are checked against delivery documentation for type and quantity                                                                        |
|   |                                         | 2.3 | Received materials are inspected for defects and damage and unacceptable items rejected or segregated                                                      |
|   |                                         | 2.4 | Receipt documentation is completed to enterprise procedures                                                                                                |
| 3 | Prepare and package floor coverings     | 3.1 | Types and quantities of materials required for the work plan are confirmed                                                                                 |
|   |                                         | 3.2 | Floor coverings are laid out, measured and cut to required size                                                                                            |
|   |                                         | 3.3 | Floor coverings and accessory products are packaged ready for transport to site taking into account potential damage factors                               |
| 4 | Load floor coverings on to the worksite | 4.1 | Roles and related responsibilities for the successful completion of the loading and lifting activity are identified and applied                            |
|   |                                         | 4.2 | Time requirements to complete the loading/lifting of floor coverings are estimated                                                                         |
|   |                                         | 4.3 | Materials handling equipment appropriate to the task is selected, accessed and used in accordance with regulatory and/or site requirements                 |
|   |                                         | 4.4 | Labour requirements to support the floor covering loading/lifting requirements are confirmed and accessed                                                  |
|   |                                         | 4.5 | Movement activities are completed as an individual or                                                                                                      |

|   |                                               |     |                                                                                                                                                            |
|---|-----------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                               |     | working directly with others as required by the work tasks                                                                                                 |
| 5 | Store floor coverings and accessories on site | 5.1 | Condition of floor coverings and accessory products are observed on arrival on site and any damaged product is identified and separated for further action |
|   |                                               | 5.2 | Floor coverings and accessory products are stored on site observing any requirements for protection from potential damage factors                          |
|   |                                               | 5.3 | Product and site acclimatisation requirements are identified and satisfied                                                                                 |
|   |                                               | 5.4 | Materials are stacked appropriately for weight loading, size and crushability of floor coverings or accessory products                                     |
|   |                                               | 5.5 | Products are located to enable ready access when required on site                                                                                          |
|   |                                               | 5.6 | Work is undertaken in accordance with workplace procedures                                                                                                 |
| 6 | Complete housekeeping                         | 6.1 | Packing materials are stored or recycled as required                                                                                                       |
|   |                                               | 6.2 | Tools and equipment are cleaned and stored appropriately                                                                                                   |
|   |                                               | 6.3 | Work area is cleaned and rubbish disposed of appropriately                                                                                                 |
|   |                                               | 6.4 | Workplace documentation is completed                                                                                                                       |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

## Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unit context includes:</b>                  | <ul style="list-style-type: none"><li>• WHS requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures, or equivalent</li><li>• work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements</li><li>• work requires individual to demonstrate some discretion, judgement and problem solving</li></ul> |
| <b>Floor covering materials include:</b>       | <ul style="list-style-type: none"><li>• underlays</li><li>• carpets</li><li>• resilient</li><li>• timber and cork products</li><li>• non-perishable inventory required to support installation operations</li></ul>                                                                                                                                                                                                                                                                                                                          |
| <b>Tools and equipment include:</b>            | <ul style="list-style-type: none"><li>• pre-fabricated and fixed shelving</li><li>• open and enclosed pallets</li><li>• shipping containers</li><li>• non-motorised lifting and movement aids</li><li>• other material handling equipment</li></ul>                                                                                                                                                                                                                                                                                          |
| <b>Potential damage factors include:</b>       | <ul style="list-style-type: none"><li>• humidity</li><li>• moisture</li><li>• temperature</li><li>• weather effects</li><li>• handling</li><li>• crushing</li><li>• scratching</li><li>• contamination</li></ul>                                                                                                                                                                                                                                                                                                                             |
| <b>Materials handling equipment include:</b>   | <ul style="list-style-type: none"><li>• those restricted to non-regulated machines and appliances</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Personal protective equipment includes:</b> | <ul style="list-style-type: none"><li>• that prescribed under legislation, regulations and enterprise policies and practices</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Information and procedures include:</b>     | <ul style="list-style-type: none"><li>• workplace procedures relating to the use of tools and equipment</li><li>• work instructions, including job sheets, cutting lists, plans, drawings and designs</li><li>• workplace procedures relating to reporting and communication</li><li>• manufacturer specifications and operational procedures</li></ul>                                                                                                                                                                                      |

## Unit Mapping Information

Supersedes and is equivalent to LMFFL2002A Receive and prepare floor covering materials for installation

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

# Assessment Requirements for MSFFL2002 Receive and prepare floor covering materials for installation

## Modification History

Release 1 - New unit of competency

## Performance Evidence

- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment and products
  - maintain required production output and product quality
- Prepare, package, protect, transport and load floor coverings and plan layout of storage areas taking into account potential damage factors
- Establish and maintain storage areas for floor covering materials
- Use a range of non-regulated materials handling devices
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

## Knowledge Evidence

- State or territory WHS legislation, regulations, standards and codes of practice relevant to handling, transporting and storage of flooring materials
- Potential damage factors to flooring products
- Organisational and site standards, requirements, policies and procedures for handling, transporting and storage of flooring materials
- Characteristics of materials, products and common defects
- Work flow in relation to use of goods and materials in store
- Requirements for minimising damage to and maintaining contaminant free unfinished materials goods and completed products
- Potential hazards, including fire and explosion risk, security issues and operator safety, around products to be stored

- Types of tools and equipment and procedures for their safe use, operation and maintenance
- Set-up and operation of loading/lifting equipment
- Appropriate controls and safety equipment to manage risk
- Procedures for the recording, reporting and maintenance of workplace records and information
- Appropriate mathematical procedures for estimation and measurement
- Requirements of working with others in a team
- Environmental protection requirements
- Established communication channels and protocols
- Relevant problem identification and resolution

## Assessment Conditions

- Assessors must:
  - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
  - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
  - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to a realistic requirement to receive, prepare, package, move and store floor coverings and associated materials; materials and equipment relevant to the preparation of floor coverings; a range of non-regulated materials handling devices; and material specifications and work instructions.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>