



Australian Government

MSFFL3001 Plan and cost flooring technology work

Release: 1

MSFFL3001 Plan and cost flooring technology work

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers identifying and analysing work requirements to plan a wide range of flooring work, including identification of all resources, and to cost the work as a part of a tender or quotation.

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 and analyse work requirements	1.1	Applicable work health and safety (WHS), legislative and organisational requirements and Australian Standards relevant to the planning and costing of flooring technology work are verified and complied with
		1.2	Details of customer requirements are obtained through discussion with customer or from information required
		1.3	Details of the site conditions are confirmed from reports or physical inspection
		1.4	Details of products and/or services required for the work are identified, developed and quantified
		1.5	Delivery point and methods of transportation are determined
		1.6	Details are recorded in accordance with enterprise

			practice
2	Develop a work plan	2.1	The technical and material options for completing the work are identified and considered
		2.2	The outline work proposal is confirmed with the client and amended as necessary
		2.3	A detailed work plan is developed and recorded
3	Estimate materials, time and labour	3.1	Types and quantities of materials required for the work plan are calculated
		3.2	Types and duration of usage of major tools and equipment required to support the work plan are calculated
		3.3	Labour requirements to support the preparation for and implementation of the work plan are calculated
		3.4	Time requirements to complete the work plan are estimated
4	Calculate costs	4.1	Total materials, labour and equipment costs are calculated in accordance with enterprise procedures
		4.2	Total job cost is calculated, including overheads and mark-up percentages
		4.3	Final cost to customer is calculated
5	Document details and verify, where necessary	5.1	Details of job costs and charges are documented in accordance with enterprise practice
		5.2	Calculations, costs or other details are verified in accordance with enterprise practice
		5.3	Customer quotation is prepared
		5.4	Details are documented for future reference in accordance with enterprise practice

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.

- | | |
|--------------------------------------|--|
| Unit context includes: | <ul style="list-style-type: none">• WHS requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent• work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements• work requires individuals to demonstrate some discretion, judgement and problem solving |
| Australian Standards include: | <ul style="list-style-type: none">• AS/NZS 2455.1:2007 Textile floor coverings - Installation practice - General• AS 1884-2012 Floor coverings - Resilient sheet and tiles - Installation practices |
| Site conditions include: | <ul style="list-style-type: none">• access requirements• building project status• power supply• lighting• temperature• humidity• heating/cooling requirements• ventilation• other site-based activities and security arrangements |
| Detailed work plan includes: | <ul style="list-style-type: none">• a plan with sufficient detail for an auditable costing of the work covering:<ul style="list-style-type: none">• work area isolation/protection• work permits, as applicable• work timings and program• floor preparation |

Materials include:

- covering/installation
- finishing
- personnel and timings by labour type
- transportation methods and costs
- floor preparation materials:
 - primers
 - cementitious products
 - aggregates
 - sands
- carpeting materials:
 - floor covering protection materials
 - underlay
 - carpet cushion
 - gripper strips
 - metal mouldings
 - PVC fittings
 - carpet
 - adhesives
 - primers
- resilient flooring materials:
 - floor covering protection materials
 - linoleum
 - vinyl
 - rubber
 - adhesives
 - primers
 - PVC and metal mouldings
- polishing and finishing materials:
 - floor covering protection materials
 - coatings
 - catalysts
 - fillers
 - discs
 - belts
 - other consumables
- timber flooring materials:
 - floor covering protection materials
 - timber product
 - fixings

Tools and equipment include:

- floor preparation:
 - grinders
 - scarifiers
 - demolition equipment
 - compressors
 - generators
- carpet laying and resilient flooring operations:
 - hoisting and cartage
 - generators
 - compressors
 - polishing and finishing operations:
 - edge sander
 - floor sander (belt or split drum)
 - rotary sander
 - orbital sander
 - generators
 - compressors
- timber flooring:
 - nail gun
 - generators
 - compressors

Labour requirements include:

- normal and overtime estimates and include both direct and indirect costs covering employees and contractors

Information and procedures include:

- industry codes and symbols
- product designs, patterns and prototypes
- building/architectural plans
- Australian, international and enterprise quality standards and procedures
- work scheduling documentation
- job procedures
- workplace procedures relating to reporting and communication
- manufacturer specifications and operational procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFL2001A Plan and cost flooring technology work

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 MSFFL3001 Plan and cost flooring technology work

Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret work order and locate and apply relevant information
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection
- Document and communicate work-related information, including:
 - customer requirements
 - products
 - materials and labour required
 - costing calculations for products
 - materials and labour
 - special conditions
- Use calculators, computer programs and other aids in the estimation and cost calculation processes
- Estimate and cost three (3) varied jobs, including:
 - estimate quantities of material required
 - determine the types and amount of labour required to complete the work
 - estimate time required to complete the work
 - estimate overheads associated with the job
- 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 the planning and costing of flooring technology work
- Australian Standards, including AS/NZS 2455.1:2007 Textile floor coverings - Installation practice – General, and AS 1884-2012 Floor coverings - Resilient sheet and tiles - Installation practices
- Preparing and presenting design information

- Organisational and site standards, requirements, policies and procedures for preparing and presenting design information
- Floor preparation methods and techniques
- Floor covering, installation and finishing techniques applicable to the required streams
- Types of major tools and equipment, their applications, planning and costing techniques and data
- Costing techniques for labour and materials
- Overhead components and costing techniques
- 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 planning and costing requirement; a customer requiring technical, planning and costing advice; and specific information covering materials, equipment, labour and overheads required for planning and costing work and their specifications.

Links

Companion Volume implementation guides are found in VETNet -

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