



Australian Government

MSFFL3034 Install cork tiles

Release: 1

MSFFL3034 Install cork tiles

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers cutting and installing pre-finished or raw cork tiles or cork supplied in other forms, over a pre-prepared hard underlay or sub-floor.

Licensing, legislative or certification requirements may apply to this unit and relevant state/territory and local government agencies should be consulted to determine any necessary certification or licensing for undertaking flooring work. Access to construction sites requires certification of general induction training specified by the National Code of Practice for Induction for Construction Work (ASCC 2007).

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	Prepare for installation	1.1	Applicable work health and safety (WHS), legislative and organisational requirements relevant to installing cork tiles are verified and complied with
		1.2	Instructions and/or plans are read and interpreted to identify the process required to complete work tasks
		1.3	Floor condition is assessed for suitability for installation of cork tiles
		1.4	Suitable adhesives, trims and accessories are selected
		1.5	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

		1.6	Sequence of work is planned to correctly identify the starting point and to ensure lay out and fixing is in logical order
2	Set out materials	2.1	Cork tiles to be installed are checked against work order
		2.2	Cork tiles are acclimatised according to manufacturer recommendation
		2.3	Materials for fixing are organised and used in accordance with relevant safety management requirements
		2.4	Working lines and starting point are established
3	Lay cork tiles	3.1	Instructions and sequence for laying and fixing are followed
		3.2	Tiles are laid out to meet specification requirements and to minimise waste
		3.3	Tile grains and patterns are matched or contrasted as appropriate
		3.4	Tiles are accurately and clearly marked for cutting
		3.5	Tiles are cut to required shape with minimum waste of materials and laid
		3.6	Completed installation is checked for flaws in installation and materials and faults rectified
4	Complete housekeeping	4.1	Unused materials are stored or recycled as required
		4.2	Tools and equipment are cleaned and stored appropriately
		4.3	Work area is cleaned and rubbish disposed of appropriately
		4.4	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.

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|-------------------------------------|--|
| 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 |
| Cork tiles include: | <ul style="list-style-type: none">• plain or patterned and may range from light to dark in colour and fine to coarse in grain |
| Adhesives include: | <ul style="list-style-type: none">• wet method• dry method |
| Tools and equipment include: | <ul style="list-style-type: none">• utility knife• straight edge• square• chalk-line• tape measure• serrated or flat trowel• bar scribe• dividers• hand roller• heavy roller• broom• vacuum cleaner• hammer |
| Materials include: | <ul style="list-style-type: none">• cork tiles• adhesive |

- fillers
 - sealers
 - primers
 - that prescribed under legislation, regulations and enterprise policies and practices
- Personal protective equipment includes:**
- Information and procedures include:**
- workplace procedures relating to the use of tools and equipment
 - work instructions, including job sheets, cutting lists, plans, drawings and designs
 - workplace procedures relating to reporting and communication
 - manufacturer specifications and operational procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFL3506A Install cork tiles

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 MSFFL3034 Install cork tiles

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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
- Complete at least one (1) installation using either a wet or dry method, including basic set-out and installation
- 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 installing cork tiles
- Organisational and site standards, requirements, policies and procedures for the installation of cork tiles
- Environmental protection requirements
- Established communication channels and protocols
- Relevant problem identification and resolution
- Types of tools and equipment and procedures for their safe use, operation and maintenance
- Characteristics of materials, products and defects
- Set-up and operation of equipment
- Products assembly techniques
- Procedures for the recording, reporting and maintenance of workplace records and information
- Appropriate mathematical procedures for estimation and measurement

- Type, characteristics, uses and limitations of:
 - cork tiles
 - cork tile installation adhesives
- Types and uses of tile installation tools and equipment
- Workplace safety system requirements related to cork tile laying
- Characteristics and requirements of sub-floor preparation
- Work flow in relation to the cork tile floor covering operations

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 materials, equipment and specifications relevant to installing cork tiles.

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