



Australian Government

PMBFIN205 Hand decorate products

Release: 1

PMBFIN205 Hand decorate products

Modification History

Release 1. Supersedes and is equivalent to PMBFIN205C Hand decorate products

Application

This unit of competency covers the skills and knowledge required to decorate products by hand.

This unit of competency applies to production support operators or those in similar roles who are required to inspect the product for routine and non-routine imperfections and take appropriate action, select appropriate materials and equipment, and prepare for and apply decorations manually.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members, team leader and supervisor, as appropriate.

It applies to all sectors of the industry.

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

Pre-requisite Unit

Nil

Competency Field

Finishing

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Establish requirements for the finishing process	1.1	Interpret customer order or product specifications
		1.2	Check availability of materials and equipment
		1.3	Identify and inspect products to be decorated for suitability of process

- | | | | |
|---|--|-----|---|
| | | 1.4 | Report unsuitable products to designated person |
| | | 1.5 | Assemble materials, tools and facilities and check for suitability |
| | | 1.6 | Locate manufacturer information and safety advice on products and use to plan work |
| | | 1.7 | Identify required work sequences, times and work process stages |
| | | 1.8 | Identify required engineering controls and personal protective equipment (PPE), and plan order of work |
| 2 | Prepare surfaces | 2.1 | Inspect product surfaces for contamination or damage |
| | | 2.2 | Identify and eliminate sources of contamination |
| | | 2.3 | Prepare surfaces in accordance with manufacturer instructions and workplace requirements |
| 3 | Hand decorate products | 3.1 | Identify required decorations to meet job order requirements |
| | | 3.2 | Ensure decorations are fit for use and return those damaged or unusable |
| | | 3.3 | Apply decorations in the appropriate locations |
| | | 3.4 | Inspect finished product and compare specifications for suitability for further processing or for customer delivery |
| | | 3.5 | Assemble finished products and sort in accordance with procedures |
| | | 3.6 | Clean up work area and perform housekeeping |
| 4 | Identify and rectify routine hand decorating problems | 4.1 | Identify the range of routine problems that can occur during the hand decorating process |
| | | 4.2 | Determine and rectify routine hand decorating imperfections in accordance with procedures |
| | | 4.3 | Identify faults in equipment, tag unserviceable |

equipment and report to designated person

- 4.4 Ensure appropriate records and logbooks are maintained to meet procedures

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for 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.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace and hazardous materials
- Australian/international standards relevant to the materials being used and products being made
- any relevant licence and certification requirements.

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or any combination of:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Tools and equipment

Tools and equipment will be selected as required from:

- hand tools
- adhesive application equipment
- hand carts and trolleys
- hoists, jigs and gantries
- lifting equipment not requiring any special permits or licences
- relevant personal protective equipment (PPE).

Hazards

Hazards must be identified and controlled. Identifying hazards requires consideration of:

- heat, smoke, dust, vapours or other atmospheric hazards
- hazardous products and materials
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- equipment failures
- rotational equipment or vibration
- machinery, equipment and product mass
- limited head spaces or overhangs
- working at heights
- working in restricted or confined spaces
- other hazards that might arise.

Routine problems

Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of:

- non-supply of product
- defective product
- incorrect selection or supply of materials
- misalignment of decals, transfers or other decorative materials
- non-adherence of transfers, decals or stamps
- variations in materials
- temperature variations
- contamination of surfaces
- decals/transfers or stamps not within specification or not fit for use.

Known solutions are drawn from one or more of:

- procedures
- training
- remembered experience.

Non-routine problems must be reported according to according to relevant procedures.

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMBFIN205C Hand decorate products

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090>

Assessment Requirements for PMBFIN205 Hand decorate products

Modification History

Release 1. Supersedes and is equivalent to PMBFIN205C Hand decorate products

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- read and interpret procedures, job specifications, material labels and safety data sheets (SDS)
- determine whether products are suitable for decoration
- select and use materials, tools and equipment to prepare for and apply decorations to meet job specifications
- identify the priority in which jobs/product will be completed ensuring appropriate materials and equipment are available
- check the completed work and identify conformance and/or non-conformance to specifications
- identify hazards and apply relevant hazard controls
- apply safety procedures
- apply housekeeping procedures
- apply waste management procedures
- recognise routine and non-routine problems
- identify when the operator is able to rectify faults, when assistance is required and who is the appropriate source for assistance
- take action to resolve faults or report faults to appropriate personnel
- distinguish between possible causes of routine faults, including:
 - raw material variations
 - contamination of raw material
 - process/procedural problems
 - mechanical abnormalities
 - production defects
- apply cleaning, waste and recycling procedures
- communicate effectively with team/work group and supervisors
- complete workplace records
- do basic arithmetical manipulations, including additions, subtractions, divisions, fractions and percentages.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job sufficient to operate under routine only supervision and to solve routine problems, including knowledge of:

- product quality requirements
- product defect classifications
- signs of typical product defects relevant to the products being made
- types and application of common hand decorating techniques
- sources of contamination that may affect decorations and how to eliminate them
- routine and non-routine problems that may arise, the range of possible causes and appropriate actions
- organisation procedures relevant to the work environment/job role
- hierarchy of control
- hazards that may arise in the job/work environment and:
 - their possible causes
 - potential consequences
 - appropriate risk controls.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- In all plants it may be appropriate to assess this unit concurrently with units such as:
 - teamwork
 - communication.
- The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operations and provide for demonstration of responding to problems
 - will typically include a supervisor/third-party report or other evidence, focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
 - must include the use of industry appropriate tools, equipment, data and documentation
 - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from demonstration of skills and one or more of:

- walk-throughs
- pilot plant operation
- industry-based case studies/scenarios
- ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition the assessor or anyone acting in subject matter expert role in assessment shall demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they shall assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
 - relevant VET or other qualification/Statement of Attainment
 - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
 - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
 - being currently employed undertaking the type of work being assessed
 - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation’s policies and procedures
 - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
 - conducting on the job training/assessments of the type of work being assessed
 - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090>