



Australian Government

Department of Education, Employment and Workplace Relations

SIFBGM008A Construct signs

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to prepare and construct a range of signs.
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Application of the Unit

Application of the unit	This unit applies to service industry staff involved in building and grounds maintenance, such as those working in cemeteries, crematoria and holiday parks and resorts. It involves working under routine supervision with a moderate level of responsibility.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Plan and prepare for signage work.	1.1 Liaise with <i>appropriate staff</i> to identify and confirm work requirements. 1.2 Identify and apply <i>quality assurance requirements</i> according to <i>workplace policies and procedures</i>. 1.3 Identify, prepare and use <i>personal protective equipment</i> according to workplace policies and procedures, and <i>relevant legislation</i>. 1.4 Interpret and follow plans, specifications and job instructions. 1.5 Select <i>materials</i> according to job requirements. 1.6 Select and assemble <i>tools and equipment</i> according to job requirements. 1.7 Check tools and equipment for serviceability and report faults according to workplace policies and procedures, and relevant legislation.
2 Construct signage.	2.1 Classify sign type according to job specification. 2.2 Cut and join materials according to job specification.

ELEMENT**PERFORMANCE CRITERIA**

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| | 2.3 | Finish surface of signage according to job specification. |
| | 2.4 | Select and use appropriate fasteners and fixing devices according to manufacturer specifications. |
| 3 | Clean up equipment and work area. | |
| | 3.1 | Dispose of waste material according to workplace policies and procedures, and relevant legislation. |
| | 3.2 | Protect and package completed sign for transportation. |
| | 3.3 | Clean, maintain and store tools and equipment according to workplace policies and procedures. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- use and operation of equipment and hand and power tools
- safe manual handling techniques
- use of personal protective equipment
- communication skills, including questioning and active listening techniques to identify and confirm work requirements and report faults or defects
- literacy and numeracy skills to identify and interpret work requirements, interpret plans and drawings, make measurements and perform calculations
- organisational and self-management skills to complete required tasks according to specifications and workplace policies and procedures.

Required knowledge

- set out and construction principles and practices
- material selection, fixing and fasteners
- properties and characteristics of masonry and associated materials
- workplace policies and procedures regarding construction
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to select, prepare, use, maintain and clean the required tools and equipment according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions
- the safe and efficient construction of signs according to job specifications
- constructing different types of signs on multiple

EVIDENCE GUIDE

occasions to ensure consistency of performance and ability to respond to different situations.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in a suitable work area where tools and equipment can be safely applied to construct signage
- access to signage construction materials
- access to relevant hand and power tools
- access to relevant documentation, such as drawings and specification or instructions relevant to activity.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate completing appropriate planning and preparation for work, constructing signs and cleaning up work site according to workplace policies and procedures
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to performing signage construction
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Appropriate staff may include:

- manager
- supervisor.

Quality assurance requirements may include:

- workplace operations and procedures
- quality of materials
- control of handling procedures
- use and maintenance of equipment
- attention to specifications of work.

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures, such as:
 - use of personal protective equipment
 - manual handling procedures
 - use of tools and equipment
- emergency procedures, including fire and accident procedures.

RANGE STATEMENT

Personal protective equipment may include:

- steel-capped boots
- safety glasses or goggles
- ear plugs or muffs
- dust masks
- respirators
- gloves
- hard hat
- cap.

Relevant legislation and regulations may include:

- OHS
- local government regulations
- Environment Protection Act
- Australian standards
- Worksafe Australia certification and standards.

Materials may include:

- timber
- sheet metal
- non-metallic materials.

Tools and equipment may include:

- measuring tape
- rule
- hammers
- spirit level
- squares
- chisels
- hand saws
- saw stools
- power saws
- power drills
- hand plane
- power planer
- snips
- screwdrivers.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Building and Grounds Maintenance