

Australian Government

Department of Education, Employment and Workplace Relations

LMFFL2002A Receive and prepare floor covering materials for installation

Revision Number: 1



LMFFL2002A Receive and prepare floor covering materials for installation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcome required to plan, prepare, package, protect, transport and load floor covering materials to an installation site with minimum damage to floor coverings and components.

Application of the Unit

Application of the unit	This unit supports the attainment of skills and knowledge required for competent workplace performance in the wide variety of flooring technology operations. The competency applies to a work room and an on site environment and involves application of skills and knowledge at a sub-trade worker level. These skills and knowledge are to be used within the scope of the individual's job and authority.

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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify preparation requirements	1.1. Applicable ***OHS***, ***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

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ELEMENT	PERFORMANCE CRITERIA
	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 is 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 crush-ability 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

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to work orders, basic plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- use pre-checking and inspection techniques to anticipate problems preparing, moving and storing materials to avoid re-working and wastage
- recognise and respond to circumstances outside instructions or personal competence
- plan and organise activities including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, work flow interruptions or wastage
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- clarify and confirm work instructions
- plan work within given task parameters
- accept responsibility for given tasks
- set, monitor and satisfy personal work goals
- satisfy the competency requirements for the job
- maintain current knowledge of:
  - tools and materials
  - floor covering materials preparation requirements and techniques
- seek learning opportunities
- use the limited workplace technology related to the moving and storing of materials including tools, equipment, calculators and measuring devices.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to handling, transporting and storage of flooring materials
- potential damage factors
- organisational and site standards, requirements, policies and procedures for handling, transporting and storage of flooring materials
- characteristics of materials, products and common defects
- workflow in relation to use of goods and materials in store
- requirements for minimising damage to and maintaining contaminant free

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REQUIRED SKILLS AND KNOWLEDGE
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 • problem identification and resolution

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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	• Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for receiving, preparing, moving and storing flooring materials
	• Locate, interpret and apply information relevant to the requirements of the floor coverings to be prepared and stored
	• Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
	• Follow work instructions, operating procedures and inspection practices to:
	  • minimise the risk of injury to self and others
	  • prevent damage to materials and equipment
	  • maintain required production output and product quality
	• Prepare, package, protect, transport and load floor coverings 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
	• Modify activities to cater for variations in workplace contexts and environment
	• Work effectively with others

Context of, and specific resources for assessment	• The application of competency is to be assessed in the workplace or realistically simulated workplace • Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints • Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context • Assessment is to comply with relevant regulatory or Australian Standards requirements • The following resources should be made available:

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EVIDENCE GUIDE	
	• a realistic requirement to receive, prepare, package, move and store floor coverings and associated materials • workplace location or simulated workplace • materials and equipment relevant to the preparation of floor coverings • a range of non-regulated materials handling devices • material specifications and work instructions
Method of assessment	Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application Assessment may be applied under project related conditions (real or simulated) and require evidence of process Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances Assessment may be in conjunction with assessment of other units of competency

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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.	
OHS requirements	• are to be in accordance with Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, First Aid equipment, hazard and risk control and elimination, control of hazardous materials and substances, manual handling including lifting and carrying
Legislative requirements	• are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include but not be limited to award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OHS, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage
Organisational requirements	• may include but not be limited to legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OHS, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)
Floor covering materials	• may include underlays, carpets, resilient, timber and cork products and non-perishable inventory required to support installation operations

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RANGE STATEMENT	
Instructions	• Workplace procedures relating to the use and operation of tools and equipment • Workplace instructions, including job sheets, plans, drawings and designs • Workplace procedures relating to reporting and communication • Manufacturer instructions for the use of equipment and materials
Tools and equipment	• may include but are not limited to pre-fabricated and fixed shelving, open and enclosed pallets, shipping containers, non-motorised lifting and movement aids and other material handling equipment
Potential damage factors	• may include humidity, moisture, temperature, weather effects, handling, crushing, scratching and contamination
Materials handling equipment	• covered by this unit is restricted to non-regulated machines and appliances
Acclimatisation	• onsite 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

Unit Sector(s)

Unit sector	Flooring Technology

Competency field

Competency field	

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Co-requisite units

Co-requisite units		

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