

Competency Standards for Caribbean Vocational Qualifications (CVQ)

CCBCG10102 Level I in General Construction

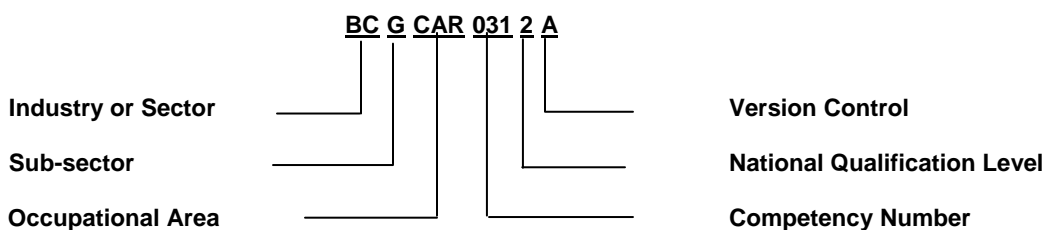
Unit Number	Unit Title	Mandatory /Elective	Hours
BCGCOR0001A	Carry out interactive workplace communication	Mandatory	20
BCGCOR0011A	Carry out OH&S requirements	Mandatory	40
BCGCOR0021A	Plan and organise work	Mandatory	20
BCGCOR0031A	Draw and interpret simple drawings	Mandatory	20
BCGCOR0041A	Carry out measurements and calculations	Mandatory	20
BCGCOR0051A	Use hand and power tools	Mandatory	20
BCGCOR0061A	Use small plant and equipment	Mandatory	40
BCGCOR0081A	Use simple levelling devices	Mandatory	10
BCGMAS0101A	Carry out concreting to simple forms	Mandatory	20
BCGCOR0111A	Handle construction materials and safely dispose of waste	Mandatory	10
BCGMAS0181A	Mix cementitious materials (mortar and concrete)	Mandatory	10
BCGTIL0121A	Prepare for wall and floor tiling	Elective	40
BCGMAS0131A	Prepare for solid plastering	Elective	40
BCGMAS0141A	Prepare for dry wall plastering	Elective	40
BCGMAS0151A	Prepare for construction process(brick/block laying)	Elective	40
BCGCAR0161A	Prepare for carpentry construction	Elective	40
BCGSTW0181A	Prepare for steelwork construction	Elective	40
BCGPAD0191A	Prepare for painting and decorating	Elective	40
ITICOR0011A	Carry out data entry and retrieval procedures	Elective	40
BCGCAR0202A	Assemble simple partition frames	Elective	30
BCGCAR0312A	Use static machines	Elective	30
BCGMAS1232B	Rough cast and render flat surfaces	Elective	120
BCGPAD1322A	Prepare surfaces for painting and decorating	Elective	40
BCGMAS1462A	Construct straight masonry block-work	Elective	60
BSBSBM0012A	Craft personal entrepreneurial strategy	Elective	50

To be awarded this Caribbean Vocational Qualification (CVQ) all core competency standards must be achieved. Electives achieved with the qualification will be awarded unit statement of competency.

The nominal training hours are a guide for planning the delivery of Training Programmes.

Legend to Unit Code

Example: BCGCAR0312A



KEY: Man – Mandatory; MAS – Masonry; TIL – Tiling; CAR – Carpentry; STW – Steelwork;
PAD – Painting & Decorating; SBM – Small Business Management;
BSB – Business Services (Business); ITI - Information & Communication (Information Technology)

BCGCOR0001A: Carry out interactive workplace communication

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively perform interactive communication at the workplace, and applies to all individuals working in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Receive and convey information	1.1 Verbal/written instructions received and responded to with correct actions. 1.2 Instructions conveyed and work signage responded to, with correct action. 1.3 Information conveyed in basic English so that messages are understood.
2. Carry out face-to-face routine communication	2.1 Routine instructions, messages and schedules are given or followed. 2.2 Workplace procedures are carried out according to procedures laid down by the company or supervisor. 2.3 Relevant information is assessed and analysed from a range of sources. 2.4 Information is selected and sequenced correctly.
3. Work with others	3.1 Suggestions and information are provided relevant to the planning/conduct of the activities. 3.2 Communication carried out clearly, concisely and effectively so those messages are understood.
4. Participation in simple on-site meeting processes	4.1 Participation in on-site meetings is in accordance to predetermined procedures. 4.2 Interaction carried out to achieve constructive outcome.

RANGE STATEMENT

This unit applies to all communication requirements, associated with working with other persons at a site location and carrying out tasks under supervision.

Verbal/written instructions include directions or instructions related to a simple job/task.

Signage may include but are not limited to:

- on-site direction signs
- common site warning signs
- facility or location signs
- traffic signs

Range of information sources may include:

- instructions: oral/memos
- signage
- work schedules/work bulletins
- charts and maps

On-site meeting process may take the form of formal or informal meetings and may include:

- notification (time, place, purpose)
- item discussion
- negotiation outcome

EVIDENCE GUIDE

Competency is to be demonstrated by the effective use of methods of communication relating to instructions, information sources and meeting procedures listed within the range statement relative to the work orientation.

(1) Critical Aspects and Evidence

It is essential that competence be observed in the following aspects:

- communications to include Occupational Health and Safety regulations applicable to work place operations, and organisational policies and procedures
- demonstrate appropriate communications processes prior to and during construction activities

(2) Pre-requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and Skills

Knowledge

knowledge of:

- workplace safety requirements
- types of onsite meetings and their procedures
- how work schedules, charts, work bulletins and memos are used
- how instructions are conveyed in the workplace

Skills

The ability to:

- follow instructions for working safely
- convey information in basic English to invoke correct actions

(4) Resource Implications

The following resources should be made available:

- Suitable work area appropriate to the construction process
- Appropriate communication documentation relative to the task

(5) Method of Assessment

Competence should be assessed through direct observation and questions related to underpinning knowledge.

Competency in this unit may be determined concurrently, based upon project work.

Competency shall be assessed while work is being done under general guidance, checking at various stages of the process and at the completion of the activity, against the performance criteria and specifications.

(6) Context of Assessment

Competency shall be assessed in the normal or simulated workplace environment and in accordance with safe work procedures.

Assessment shall include those aspects that are consistent with the work environment of this unit.

Competency shall be assessed while work is undertaken autonomously, within a team environment.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of the process.

Guidelines will be in line with statutory requirements, the specific policies, procedures and codes of practice of the enterprise.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills

BCGCOR0011A: Carry out OH&S requirements

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively perform work activities to conform to Occupational Health and Safety requirements, and applies to all individuals working in the construction industry.

Competency Field:

General and Civil Construction

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1	Plan and prepare for safe work practices	1.1	Quality assurance requirements associated with company's safety operations recognised and adhered to.
		1.2	Appropriate personal protective equipment selected, correctly fitted and/or made ready for use.
		1.3	Tools and equipment selected consistent with safe work practice requirements of job, checked for serviceability and any faults reported to supervisor.
		1.4	Appropriate barricades, hoardings and signage erected, where applicable, at required job location.
2	Use safe work practices to carry out work	2.1	Work carried out safely and in accordance with Statutory regulations for OH&S requirements and company policy.
		2.2	Safety hazards and workplace accidents/incidents identified in course of work and reported in accordance with company policy.
		2.3	Industry/site safety responsibilities known and applied.
		2.4	Fire fighting equipment selected and operated correctly according to type of fire.
		2.5	Current site emergency and first aid procedures known and followed.
		2.6	Signals/sirens for blasting operations recognised and adhered to.

-
- | | | | |
|---|---|-----|---|
| 3 | Assume responsibility for safety of self and others | 3.1 | Appropriate protective equipment correctly selected fitted and used. |
| | | 3.2 | Safe manual handling techniques used and guidelines for lifting and placing followed. |
| | | 3.3 | All safety signs, symbols and alarms adhered to. |
| | | 3.4 | Safety procedures for pre-use check and operation of specified power tools/plant, machinery and equipment followed. |
| | | 3.5 | Recommended safe practices in handling chemical and potentially hazardous materials followed. |
| 4 | Work from ladder and work platforms | 4.1 | Ladder and work platforms safely erected in planned location. |
| | | 4.2 | Care taken to avoid overhead power lines and other obstructions. |
| | | 4.3 | Head and base of ladder or work platform support secured against accidental movement. |
| | | 4.4 | Work safely performed from ladder and work platform. |
| | | 4.5 | Appropriate fall arrest equipment utilised in accordance with current OH&S guidelines. |
| 5 | Use electrical power supply safely | 5.1 | Position of power pole/box identified for safe placement of leads. |
| | | 5.2 | Framework support positioned to keep leads at correct height and prevent hazards. |
| | | 5.3 | Power board visually checked for damage, water entry and stability. Area surrounding board checked for potential hazards. |
| | | 5.4 | Leads checked for tags and visual damage. Earth leakage protection checked for serviceability. |
| | | 5.5 | Work safely performed using electrical power supply. |

6	Adhere to emergency procedures	6.1	Emergency equipment able to be located and used as required.
		6.2	Current work site emergency/evacuation procedures adhered to.
7	Carry out general housekeeping	7.1	Waste material disposed of safely in accordance with requirements of site and regulatory legislation.
		7.2	Unused equipment and materials safely and correctly cleaned, maintained and stored.
		7.3	Requirements of site, regulatory bodies and Occupational Health and Safety requirements observed.

RANGE STATEMENT

Quality Assurance requirements may include:

- working environment
- adverse weather conditions
- protection of work personnel
- protection of public

Personal protective equipment may include but is not limited to:

- overalls, safety glasses/goggles, hard hat cap
- dust masks/respirator, safety boots
- ear plugs/muffs
- gloves

Regulatory legislation may include:

- OH&S, Dangerous goods

Manual handling techniques used in accordance with current Occupational Health and Safety.

Emergency equipment and procedures include:

- fire fighting
- medical and first aid
- evacuation

Ladders and work platforms include:

- extension ladders
- step ladders
- trestle ladders
- simple work platforms

Power connections include:

- isolation transformer
- power pole
- switch board area

Safety responsibilities apply to:

- personal protection
- safe interactive work practices (duty of care)
- protection of public and environment

Reporting of faults may be verbal or written.

EVIDENCE GUIDE

Competency is to be demonstrated by safely and effectively carrying out safe work practices within the range of variables statement relevant to the work orientation.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- demonstrate application of organisational policies and procedures including Quality Assurance requirements where applicable
- carry out correct procedures prior to and during construction process
- safe and effective operational use of tools, plant and equipment
- carry out appropriate applications in accordance with regulatory and legislative requirements

(2) Pre-requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- workplace and equipment safety requirements
- materials
- Factory's Act
- other relevant acts, regulations and codes of practice
- company policy

Skills

The ability to:

- work safely to instructions
- use power and hand tools
- select material to requirements
- communicate effectively
- handle material

(4) Resource Implications

The following resources should be made available:

- Suitable work area appropriate to the construction process
- Appropriate equipment, materials and documentation to comply with OH&S legislation and/or company policies
- Hand and power tools, plant and equipment appropriate to the construction process

(5) Method of Assessment

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based upon integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGCOR0021A: Plan and organise work

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively plan and organise work assignments, and applies to all individuals working in the construction industry.

Construction Field:

General Construction

**ELEMENT OF
COMPETENCY****PERFORMANCE CRITERIA**

1	Identify work requirements	1.1	Instructions for work schedule and performance and quality assurance requirements received, understood and clarified where necessary.
2	Plan process to complete work	2.1	Work identified, prioritised and sequenced to achieve effective completion of work. Major construction process/sequence identified.
3	Select tools, equipment and materials	3.1	Personal protective equipment correctly identified and selected to suit job requirements.
		3.2	Tools, equipment and materials selected to suit job requirements.
		3.3	Key functions of major construction plant and equipment identified.
4	Demonstrate safe and efficient sequence of work	4.1	Work performed safely and in a logical and efficient sequence.
		4.2	Worksite kept clean and clear of debris.
		4.3	Tools and equipment safely located when not in immediate use.
5	Modify plan	5.1	Workplace modified to overcome unforeseen developments that occur as work progresses.
		5.2	Modifications to work plan, based on experience, are identified and incorporated into successive work activities.
6	Report outcomes	6.1	Verbal report provided on completed activities.

- | | | | |
|---|----------|-----|--|
| 7 | Clean up | 7.1 | Unused materials safely stacked for removal. |
| | | 7.2 | Debris and waste material removed from job location. |
| | | 7.3 | Worksite left clean, safe and secure on completion. |
| | | 7.4 | Tools and equipment cleaned, maintained and stored. |

RANGE STATEMENT

Work organisation sequence may range from receiving instructions, to carrying out task, to cleaning up task.

Work plan may be either written or verbal and may include the following:

- preparation of work area
- selections of tools, equipment and materials
- handling of materials, tools and equipment
- housekeeping requirements

Work schedule may be carried out in a singular application or in a team situation.

Work schedule and performance may have to adhere to Quality Assurance policy and procedures.

EVIDENCE GUIDE

Competency is to be demonstrated by safe and effective preparation using any of the range of work sequences listed within the range of variables statement relative to the work environment.

(1) Critical Aspects and Evidence

It is essential that competence is observed in the following aspects:

- indicate compliance with Occupational Health and Safety regulations applicable to workplace operations including relevant statutory regulations and legislation
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during the application of construction process
- communicate to enable efficient individual/organisational planning of work

(2) Pre-requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements
- portable power tools
- hand tools and equipment
- materials appropriate to the task
- materials handling
- quality Assurance

Skills

The ability to:

- work safely to instructions
- use power tools and hand tools
- handle material
- select material
- apply Quality Assurance

(4) Resource Implications

The following resources should be made available:

- general construction materials appropriate to the particular construction process
- hand and power tools appropriate to the construction process
- suitable work area appropriate to the construction process

(5) Method of Assessment

Competency should be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based upon integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGCOR0031A: Draw and interpret simple drawings

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively draw and interpret simple layout drawings and sketches, and applies to individuals working in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1	Prepare for drawing	1.1	Drawing instruments and supplies are correctly identified and selected.
		1.2	Alphabet of lines is identified and applied with all lines distinct, easily read and of the appropriate line weight and type.
		1.3	Measurements are performed using appropriate scales.
		1.4	Lettering is constructed distinctly and is easily read.
2	Draw geometric constructions	2.1	The completed drawing illustrates a series of geometric shapes and activities.
		2.2	The finished drawing is neat and clear of smudges.
3	Construct multi-view (orthographic 2-D) drawing	3.1	The drawing illustrates three views of specified object with correct line representation.
		3.2	The finished multi-view drawing is constructed correctly.
4	Develop a pictorial (3D) drawing	4.1	The drawing has a correct view orientation (isometric).
		4.2	The complete pictorial (3D) drawing is correctly developed with hidden features.
5	Construct and dimension drawings	5.1	All major features on the drawing are appropriately dimensioned to correct specification.
		5.2	All necessary details and information are shown.
6	Apply notes and leaders	6.1	The finished drawing is neatly and appropriately labelled.

		6.2	Completed drawing illustrates correct application of notes and leaders.
7	Prepare freehand sketch	7.1	Sketch correctly drawn with appropriate views where applicable.
		7.2	Necessary dimensions are shown and instructions and/or information conveyed by appropriate use of notes.
8	Interpret details from sketches and drawings	8.1	Components, assemblies or objects correctly identified.
		8.2	Commonly used symbols and abbreviations are recognised.
		8.3	Dimensions and instructions are identified and followed as required.
		8.4	Material requirements are correctly identified as required.

RANGE STATEMENTS

This unit applies to the preparation and interpretation of simple working drawings and sketches of building components or structures

Drawing instruments and supplies:

- drafting kit
- CAD workstation
- drafting paper
- drawings/modules/photographs

Alphabet of line:

- object line
- hidden line
- centre line
- section line
- dimension
- extension line
- cutting line
- short break line
- phantom line

Measurement systems:

- metres/centimetres
- metric(SI) system

Types of scale:

- architectural
- metric
- engineering
- civil

Geometric construction to include:

- circles
- regular polygons with four, six and eight sides
- pentagon inscribed within measured circle
- ellipse
- triangles with specified angles
- arcs thru three points; tangent to two circles

Multi-view (orthographic 2-D) drawings:

- full scale (1:1) orthographic 3-view drawing using third angle projection with top, front and right side view – show all hidden features and centrelines

Pictorial (3-D) drawing to include:

- isometric corner with left and right side lines each 30 degrees up from horizontal and third line at a vertical, with all three lines joining in a common intersection
- full scale (1:1) basic isometric drawing

Dimension drawings:

- dimensioning styles and methods: coordinate, linear/datum
- dimensioning 2-D drawing
- dimensioning complex shapes: spheres, cylinders, tapers, pyramids

EVIDENCE GUIDE

Competency is to be demonstrated by developing and effectively reading and interpreting simple drawings and sketches to locate or identify specified features or specifications in accordance with the performance criteria and the range listed within the range statement.

(1) Critical Aspects and Evidence

It is essential that competence is observed in the following aspects:

- identify and understand various types of drawings
- identify alphabet of lines, scales, lettering, dimensions, symbols, abbreviations and key features
- identify title panel and reference date of drawings

(2) Pre-requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- types and use of drawing instruments and supplies
- identification of alphabet of lines, line type variation, order of usage and application on drawings
- types of scale and proportion and how they are used for measurement
- symbols, dimensions and terminology
- types of drawings and their applications

Skills

The ability to:

- make simple freehand sketches
- prepare technical drawings with drawing instruments and with Auto CAD
- read and interpret sketches and working drawings
- measure accurately
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- drawing instruments/CAD
- drawing supplies
- objects for drawing

(5) Method of Assessment

Competency may be assessed in a training institution under direct supervision with regular checks by the instructor.

Competency in this unit would be determined by an individual working alone or based upon integrated project work.

Assessment would be continuous by checking at the various stages of the job application in accordance with the performance criteria.

The candidate will have access to drawing instrument, equipment, materials and documentation required

(6) Context of Assessment

Competency should be assessed in a classroom environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGCOR0041A: Carry out measurements and calculations

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively carry out measurements and calculation of work to required tolerance, and applies to individuals working in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY

PERFORMANCE CRITERIA

1. Obtain measurements	1.1	Accurate measurements obtained to job instruction using rule, tape and/or square.
	1.2	Quality Assurance requirements associated with company's construction operations recognised and adhered to.
2. Perform simple calculations	2.1	Simple calculations involving length, perimeter, mass and volume using four basic operations (+, -, x, /), are carried out.
	3.1	Measurements or quantities estimated (approximately) on site or from job instruction.
3. Estimate approximate quantities	3.2	Information obtained correctly from job instruction.
	3.3	Measurements correctly identified/recorded without error.
	3.4	Quantities of materials suitable for work undertaken are calculated and recorded to job instructions.
	3.5	Costs for a simple project estimated to be within + or - 10%.

RANGE STATEMENT

This unit applies to simple projects applicable to:

- timber frames
- structural steelwork
- concrete
- brick/block work
- joinery
- tiling
- sheeting/panelling
- plastering
- final finishes
- fences
- formwork
- excavation work

Materials include all materials utilised in construction of commercial, industrial/domestic and civil construction projects, including hardware items.

Calculations to include:

- area
- perimeter
- volume
- mass
- scales
- ratios (ingredients/elements and triangulation)
- proportion

Job instruction may involve:

- verbal direction/instruction
- written instruction
- provision of job drawing and details

EVIDENCE GUIDE

Competency is to be demonstrated by the effective calculation of measurements and calculations of materials in accordance with the range listed in the range statement, relevant to the work orientation.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- communicate effectively to enable accurate calculations and measurements
- demonstrate effective use of measuring devices
- accurate measurements taken and recorded
- perform simple calculations to specifications
- estimate quantities and costs to requirements

(2) Pre-requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- drawings and specifications
- materials relevant to the construction process
- basic operations in simple geometry, measurement and calculations
- costing relative to the construction process

Skills

The ability to:

- read and interpret drawings
- measure and calculate manually
- record measurements
- operate electronic calculating devices
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- information on construction materials appropriate to the relevant construction process
- suitable work area appropriate to the activity
- suitable site plans/drawings and/or specifications
- measuring and calculating devices

(5) Method of Assessment

Competency should be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based upon integrated project work.

Assessment may be intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1	Level 2	Level 3
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGCOR0051A: Use hand and power tools

Competency Descriptor:

This unit deals with skills and knowledge required to competently select and use appropriate hand and power tools of construction trades, and applies to individuals in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1	Identify hand and power tools	1.1	Regular power tool applications in workshop operations recognised.
		1.2	Types of hand and power tools and their functions identified.
		1.3	Sources of power supply recognised.
2	Select hand tools	2.1	OH&S requirements for using hand tools recognised and adhered to.
		2.2	Appropriate personal protective equipment selected, correctly fitted and used.
		2.3	Hand tools selected consistent with needs of job.
		2.4	Tools checked for serviceability and safety and any faults reported to supervisor.
		2.5	Equipment selected to hold or support material for power tools application where applicable.
3	Use hand tools	3.1	Material located and held in position for hand tool application.
		3.2	Hand tools safely and effectively used according to their intended use.
		3.3	Hand tools safely located when not in immediate use.
4	Select power tools	4.1	Occupational Health and Safety (OH&S) requirements for using power tools recognised and adhered to.
		4.2	Appropriate personal protective equipment selected, correctly fitted and used.

- 4.3 Power tools and leads/hoses selected consistent with needs of job in accordance with conventional work practice.
 - 4.4 Power tools and leads/hoses visually checked for serviceability/safety in accordance with OH&S requirements and any faults reported to supervisor.
 - 4.5 Equipment selected to hold or support materials for power tool application where applicable.
- 5 Establish power supply to work location
 - 5.1 Route identified for safe placement of leads/hoses clear of hazards.
 - 5.2 Electric power leads run out to power supply and supported overhead clear of traffic or covered if presenting possible trip hazard.
 - 5.3 Electric power leads connected to supply and power board or direct to power tool.
 - 5.4 Air hoses run out to compressed air supply and covered if presenting possible trip hazard.
 - 5.5 Hose connected to power tool and air supply.
- 6 Use power tools
 - 6.1 Material located and held in position for power tool application where applicable.
 - 6.2 Power tools safely and effectively used in application processes.
 - 6.3 Power tools safely located when not in use.
- 7 Clean up
 - 7.1 Power tools cleaned, maintained and stored.
 - 7.2 Power leads/hoses cleaned, visually checked and stored.
 - 7.3 Equipment cleaned, maintained and stored.
 - 7.4 Work area cleared and waste removed.

RANGE STATEMENT

Hand tools include, but are not limited to:

- adjustable spanners
- bars (crow and pinch)
- bolt cutters
- brooms
- chisels
- hacksaws
- handsaws
- hammers
- measuring tapes
- nips
- picks/mattocks
- pliers
- sealant gun
- shovel/spades
- sledge hammers
- spanners and wrenches
- spirit level, straight edge
- string lines
- trowels and floats
- wire cutters
- paint brushes/rollers
- spatula/putty knives

Power supply to include but not limited to:

- electricity
- compressed air

Power tools include:

- drills
- nail guns
- staplers
- screwdrivers
- sanders
- angle grinders
- pneumatic wrenches
- circular saw
- jig saws
- planers
- routers

Personal protective equipment may include:

- overalls
- boots
- hard hat/cap
- safety glasses/goggles
- gloves
- ear plugs/muffs
- face masks/respirators

OH&S requirements may include:

- workshop/worksite safe working practices
- use of tools and equipment
- use of power tools
- safe handling and storage of materials

Reporting of faults may be verbal or written.

EVIDENCE GUIDE

Competency is to be demonstrated by the safe and effective operation of particular power and hand tools listed within the range of variables statement relevant to the work orientation.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- adopt and carry out correct procedures prior to and during use of hand tools and power tools
- demonstrate safe and effective operational use of tools and equipment
- interactively communicate with others to ensure safe and effective operations

(2) Pre-requisite Relationship of Units

Competency in this unit may be determined concurrently based upon integrated project work using the following units:

- | | |
|---------------------------|---|
| • BCGCOR0011A | Carry out OH&S requirements |
| • BCGCOR0061A | Use plant and equipment |
| • BCGCOR0041A | Carry out measurements and calculations |
| • BCGCOR0111A | Handle construction materials and safe disposal of waste |
| • BCGMAS0121A-BCGPAD0191A | Prepare for the construction process (relative to work orientation) |

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- workplace and equipment safety requirements and OH&S legislation
- portable power tools
- hand tools and equipment
- materials
- materials handling whilst operating tools

Skills

The ability to:

- work safely to instructions
- apply appropriate hand-eye co-ordination in the use of tools
- handle/hold materials during operation of tools
- select appropriate tools for material usage
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- general construction materials
- hand and power tools appropriate to the construction process
- plant and equipment appropriate to the construction process
- suitable work area appropriate to the construction process
- appropriate OH&S safety resources

(5) Method of Assessment

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures .

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1	Level 2	Level 3
<ul style="list-style-type: none"> • Carries out established processes • Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> • Manages process • Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> • Establishes principles and procedures • Evaluates and reshapes process • Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGCOR0061A: Use small plant and equipment

Competency Descriptor:

This unit deals with the skills and knowledge required to safely and efficiently operate small construction plant and equipment, and applies to individuals working with ancillary equipment operation/masonry in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Identify plant and equipment, their operations and safety requirements	1.1	Types and function of plant/equipment used in construction process identified.
		1.2	Method of operation of plant/equipment identified and understood, relative to manufacturer's recommendations.
		1.3	Occupational Health and Safety (OH&S) requirements for guarding and cut off switches identified.
		1.4	OH&S requirements for personal protective equipment associated with using machines identified.
2.	Select plant and equipment	2.1	OH&S requirements for operating and using plant and equipment recognised and adhered to.
		2.2	Appropriate personal protective equipment selected, correctly fitted and used.
		2.3	Plant and equipment selected consistent with needs of job.
		2.4	Plant and equipment checked for serviceability/safety and faults reported to supervisor.
3.	Use plant and equipment	3.1	Plant and equipment safely and effectively used.
		3.2	Site hazards identified in use of plant and equipment and correct procedures used to eliminate or minimise risk.
		3.3	Plant and equipment safely located when not in immediate use.

4. Clean up

4.1 Plant and equipment cleaned, maintained and stored.

RANGE STATEMENT

This unit applies to all small plant and equipment used in construction work

Plant and equipment includes but is not limited to:

- air compressor and hoses
- concrete mixer
- industrial wet and dry vacuum cleaner
- pallet trolley
- rollers
- compactors
- pumps and hoses
- brick/masonry saw
- terrazzo grinders
- ladders
- trestles and planks
- wheelbarrows

Personal protective equipment may include:

- overalls
- boots
- hard hat/cap
- safety glasses/goggles
- gloves
- ear plugs/muffs
- face masks/respirators

OH&S requirements are to be in accordance with relevant Statutory regulations, which may include:

- workshop/worksite safety practices
- control of noise and dust
- use of ladders and working platforms
- control of exhaust emission
- isolation of work areas

Reporting of faults may be written or verbal.

EVIDENCE GUIDE

Competency is to be demonstrated by the safe and effective operation of particular plant and equipment listed within the range of variable s statement relevant to the work orientation.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of processes
- demonstrate safe and effective operational use of tools, plant and equipment
- demonstrate and show understanding of manufacturer's specifications and recommendations
- interactively communicate with others to ensure safe and effective workplace operations

(2) Pre-Requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements
- portable power tools applicable to the construction process
- hand tools and a range of plant and equipment
- materials handling relevant to plant and equipment use
- workplace communication processes

Skills

The ability to:

- work safely to instructions
- use power tools, hand tools, plant and equipment applicable to the construction process
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- hand and power tools appropriate to the construction process
- plant and equipment appropriate to the construction process
- suitable work area appropriate to the construction process
- appropriate OH&S safety resources

(5) Method of Assessment

Competency should be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGCOR0081A: Use simple levelling devices

Competency Descriptor:

This unit deals with the skills and knowledge required to competently select and use levelling devices, and applies to individuals working in the building and Construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1	Plan and prepare work	1.1	Occupational Health and Safety (OH&S) requirements recognised and adhered to in accordance with application tasks and workplace environment.
		1.2	Requirements of job identified from drawings or instructions.
		1.3	Appropriate personal protective equipment selected, correctly fitted and used.
		1.4	Tools and equipment selected consistent with job requirements, checked for serviceability and any faults reported to supervisor.
		1.5	Quality Assurance requirements recognised and adhered to in accordance with company's construction operations.
2	Set up and use levelling device	2.1	Heights to be transferred identified from given instructions or drawings.
		2.2	Device assembled and filled with water to required level with air bubbles removed.
		2.3	Height transferred to required locations to a tolerance of + or - 5mm over 3 metres.
3	Transfer heights with straight edge and spirit level	3.1	Heights to be transferred identified from given instructions/drawings or given marked level.
		3.2	Height transferred to required location to + or - 5mm over 3 metres.
4	Maintain given level or specified slope with boning rods	4.1	Heights of each end of line to be boned established to given levels.

	4.2	End of boning rods securely fixed to required heights.
	4.3	Heights of intermediate points sighted and marked with boning rods to a tolerance of + 10mm.
5	Clean-up	5.1 Tools and equipment cleaned, maintained and stored.

RANGE STATEMENT

This unit applies to using simple levelling devices to carry out basic exercises in transferring levels and/or maintaining a line of a slope.

Levelling and lining devices include:

- water level
- spirit level
- boning rods
- line level

Heights or levels may be given by:

- drawing/sketch indicating mark
- verbal or written instruction indicating level or mark
- datum/survey peg fixed into ground
- chalk or nail mark on paved/concrete surface
- mark on vertical surface

Associated tools and equipment include:

- string line
- wooden/steel pegs
- straight edge
- hammer
- chalk line

Personal protective equipment may include:

- overalls
- boots
- hard hat/cap
- safety glasses
- dust jacket
- masks/respirators

Work may be carried out under supervision and in a team situation or individually.

Reporting of faults may be verbal or written.

EVIDENCE GUIDE

Competency is to be demonstrated by carrying out the effective application of the different types of levelling devices listed within the range statement relative to the work orientation.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of levelling and boning processes
- demonstrate safe and effective handling and operational use of levelling device
- indicate care in accurately transferring levels to other locations
- interactive communication with others to ensure safe and effective levelling operations.

(2) Pre-requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and Skills**Knowledge**

Knowledge of:

- workplace and equipment safety requirements
- hand tools
- measurement and calculation
- Quality Assurance
- range of levelling devices
- horizontal/vertical concepts

Skills

The ability to:

- work safely to instructions
- measure accurately
- use hand tools
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- general construction materials appropriate to levelling
- hand tools appropriate to levelling and lining
- equipment appropriate to the activity processes
- suitable work area appropriate to the activities
- suitable plans/drawings and specification

(5) Method of Assessment

Competency should be assessed while work is being done, under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit should be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGMAS0101A: Carry out concreting to simple forms

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively and safely carry out concreting to simple formwork, and applies to all individuals working in the preparation and placing of formwork and concrete.

Competency Field:

General Construction

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Select tools and equipment	1.1	Quality Assurance requirements recognised and adhered to in accordance with company's construction operations.
		1.2	Occupational Health and Safety (OH&S) requirements recognised and adhered to in accordance with application tasks and workplace environment.
		1.3	Appropriate personal protective equipment selected, correctly fitted and used.
		1.4	Tools and equipment selected to instructions consistent with job requirements checked for serviceability and any faults reported to supervisor.
2.	Erect and strip simple formwork	2.1	Design of formwork identified from drawings/supervisors instructions.
		2.2	Formwork safely erected on commencement and stripped on completion under direction of supervisor.
		2.3	Stripping agent applied to erected formwork, where appropriate.
		2.4	Timber components dewatered following stripping of formwork.
		2.5	All components cleaned, stacked and stored for re-use or bundled for removal.
3.	Place and tie reinforcement	3.1	Reinforcing components safely handled and carried to required position.
		3.2	Reinforcing bars, rods, stirrups and mesh positioned under supervisor's directions.
		3.3	Bar chairs and spacers located in place, checking minimum edge cover under the direction of supervisor.

- | | | | |
|----|----------------|-----|--|
| 4. | Place concrete | 4.1 | Formwork/excavation cleaned of excess material and debris prior to concrete placement. |
| | | 4.2 | Concrete correctly proportioned and mixed and/or safely transported by wheelbarrow and placed under direction. |
| | | 4.3 | Pump line/chute controlled and concrete placed as directed. |
| | | 4.4 | Concrete spread as directed to specified levels. |
| | | 4.5 | Concrete consolidated under direction and screeded to finished levels as directed. |
| | | 4.6 | Surface of concrete finished as directed to specified finish. |
| 5. | Clean up | 5.1 | Formwork components removed from site. |
| | | 5.2 | Pour site and surrounds cleared of concrete spills and other debris and surface left in safe condition. |
| | | 5.3 | Worksite cleared of debris and unused materials. |
| | | 5.4 | Tools and equipment cleaned, maintained and stored. |

RANGE OF STATEMENT

This unit applies to placing concrete to simple forms and excavations which includes:

- post holes
- trench foundations
- pad foundations
- slabs
- pathways
- simple concrete aprons
- channels
- garden edges

Formwork in this unit applies to edging forms where structural components would include:

- edge boards
- pegs
- struts
- bracing

Personal protective equipment may include:

- overalls
- boots
- hard hat/cap
- safety glasses/goggles
- gum boots
- face masks
- waterproof pants and jacket

Concrete finishes include:

- wood floated
- steel floated
- broom brushed

Excess material and debris includes:

- excavated loose soil
- off cut timber
- paper
- rags
- sticks
- nails

Concrete placement methods include:

- shovel
- wheelbarrow
- chute
- pump line

Work is to be undertaken in a team situation or individually under supervision.

Reporting of faults may be verbal or written.

OH&S requirements are in accordance with Statutory requirements.

EVIDENCE GUIDE

Competency is to be demonstrated by the safe installation of formwork, reinforcement and concrete using any two of the simple forms listed within the range statement relevant to the work orientation.

(1) Critical Aspects and Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during construction processes
- demonstrate safe and effective operational use of tools, plant and equipment
- interactively communicate with others to ensure safe and effective operations

(2) Pre-requisite Relationship of Units

- BCGCOR0011A Carry out OH&S requirements
- BCGCOR0051A Use hand and power tools
- BCGCOR0061A Use small plant and equipment

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements
- hand tools and equipment
- concrete and formwork materials
- materials handling
- measurement and proportion
- transporting and placing concrete
- levelling equipment
- simple formwork and reinforcement components
- select and handle materials appropriate to concreting processes

Skills

The ability to:

- work safely to instructions
- measure relative to the concreting process
- use power tools and hand tools
- mix concrete by hand
- use simple levelling equipment
- communicate effectively
- select and handle materials appropriate to concreting processes

(4) Resource Implications

The following resources should be made available:

- general construction materials relevant to forming, re inforcing and placement of concrete
- hand tools and power tools appropriate to construction process
- tools and equipment appropriate to construction process
- suitable work area appropriate to concreting process
- information relevant to OH&S requirements

(5) Method of Assessment

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on inte grated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGCOR0111A: Handle construction materials and safely dispose of waste

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively and safely handle construction materials, and to dispose of waste in a safe and environment friendly manner. It applies to individuals working in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1	Plan and prepare work	1.1	Occupational Health and Safety (OH&S) requirements associated with application tasks and workplace environment recognised and adhered to.
		1.2	Appropriate personal protective equipment selected, correctly fitted and used.
		1.3	Quality Assurance requirements associated with company's construction operations recognised and adhered to.
		1.4	Tools and equipment for handling materials/goods, non -toxic waste, selected consistent with job requirements, checked for serviceability and any faults reported to supervisor.
2	Correctly manual handle, sort and stack construction material	2.1	Common construction materials recognised and selected for sorting and stacking/stockpiling to supervisor's instructions and/or specifications.
		2.2	Handling characteristics of materials identified and appropriate handling techniques applied.
		2.3	Specific handling requirements for hazardous materials applied.
		2.4	Materials stored, stacked/stockpiled and protected, clear of traffic ways, so they are easily identified, retrieved and not damaged.
		2.5	Appropriate signage and barricades erected where applicable to isolate stored materials from workplace traffic or access.
		2.6	Correct manual handling techniques used.

3	Prepare for mechanical handling of materials	3.1	Materials stacked/banded for mechanical handling in accordance with type of material and plant/equipment to be used.
		3.2	Dogman/rigger assisted with loading, unloading, moving, locating and/or installing materials.
		3.3	Materials safely handled with assistance of pallet trolley, forklift or hoist.
4	Handle and remove waste safely	4.1	Waste materials handled correctly and safely according to MSDS and requirements of regulatory authorities.
		4.2	Hazardous material identified for separate handling.
		4.3	Non-toxic materials removed using correct procedures.
		4.4	Dust suppression procedures used to minimise health risk to work personnel and others.
5	Clean up	5.1	Tools and equipment cleaned, maintained, and stored.
		5.2	Unused materials safely stacked/stockpiled stored.
		5.3	Waste materials disposed of safely.
		5.4	Site cleaned and cleared of debris and unwanted material.

RANGE STATEMENT

Tools and equipment includes but is not limited to:

- brooms
- hoses
- shovels
- rakes
- wet and dry industrial vacuum cleaners
- wheelbarrows
- pallet trolley
- materials hoists
- forklifts

Construction materials include but are not limited to:

- bricks and concrete masonry
- mortar components – cement, coarse aggregate, sand
- timber
- structural steel sections/components
- concrete
- scaffolding components, pipe sections
- plywood and particle board
- metal sheeting
- steel reinforcement
- insulation
- glass
- paints and sealants
- plaster sheeting

Protection of stacked/stored materials may include:

- covering
- tying or banding
- barricades
- signs
- locked away (hazardous materials)

Dust suppression procedures may include:

- spraying with water
- covering
- use of vacuum cleaner

Waste material and debris include but are not limited to:

- banding straps
- packing pieces
- broken or damaged goods
- cardboard
- plastic
- paper
- loose material

Removal of materials to include processes of recycling and salvage where applicable.

OH&S requirements to be in accordance with (Statutory/Territory) legislation and regulations.

Work to be undertaken as part of a team or individually under supervision of appropriately certificated persons where applicable.

Reporting of faults may be verbal or written.

EVIDENCE GUIDE

Competency is to be demonstrated by the effective handling and storing/stacking of appropriate construction materials listed within the range of variables statement, relevant to the work orientation.

(1) Critical Aspects and Evidence

It is essential that competence is observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations and State/Territory legislation applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of materials handling processes
- demonstrate safe and effective operational use of tools and equipment
- demonstrate safe application in the process of cleaning up
- interactively communicate with others to ensure safe and effective operations

(2) Pre-requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements including relevant codes and regulation
- hand tools and equipment
- materials
- materials handling
- Quality Assurance
- range of communication mediums (verbal and non-verbal)

Skills

The ability to:

- work safely to instructions
- use hand tools
- handle materials
- select material
- measure
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- general construction materials relative to construction processes
- plant and equipment appropriate to handling processes
- hand tools appropriate to handling processes
- suitable work area appropriate to construction process
- MSDS information

(5) Method of Assessment

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

(6) Context of Assessment

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGMAS0181A: Mix cementitious materials (mortar and concrete)

Competency Descriptor:

This unit deals with the skills and knowledge required to quantify and mix cementitious materials, and applies to individuals working in masonry trades.

Competency Field:

General Construction

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Plan and prepare work	1.1 Quality Assurance requirements of company's construction operations recognised and adhered to. 1.2 Occupational Health and Safety (OH&S) requirements for workplace environment and for mixing concrete/mortar identified and adhered to. 1.3 Appropriate personal protective equipment selected, correctly fitted and used. 1.4 Tools and equipment selected are consistent with requirements for batching and mixing concrete or mortar, are checked for serviceability and any faults identified reported to supervisor. 1.5 Where required, surface for hand mixing concrete or mortar is prepared according to work instruction
2. Select and batch materials for mixing	2.1 The correct type and quality materials are identified and selected as instructed. 2.2 Materials transported and handled in a manner to prevent wastage/cause health and safety hazards 2.3 Materials are batched for mixing according to instruction given for quantity and ratio of mix. 2.4 Materials for manual mixing are spread out on mixing bed according to type of mix required (concrete or mortar). 2.5 Materials for machine mixing are placed in machine in accordance with recommended procedure –water in first. 2.6 Sand for mortar mix is sifted with specified grade sieve wire

- | | | |
|----|--------------|--|
| | 2.7 | Where required, additives are selected according to mix requirements or as instructed. |
| 3. | Mix concrete | 3.1 The cement is uniformly mixed with aggregates and evenly distributed. |
| | 3.2 | The concrete meets specified slump test and workability. |
| | 3.3 | Wastage of materials is prevented or minimised during hand mixing process. |
| 4. | Mix mortar | 4.1 The mortar is uniformly mixed, has appropriate consistency, plasticity and is workable |
| | 4.2 | Mixing techniques applied prevented or minimised wastage of materials. |
| 5. | Clean up | 5.1 Area cleared and waste material disposed of safely. |
| | 5.2 | Tools and equipment cleaned, maintained and stored. |

RANGE STATEMENT

This unit covers the mixing of both concrete and mortar for application to form masonry structures using both cement mixers and manual operations.

Quality Assurance requirements may include:

- workplace operations and procedures
- quality of materials
- control of handling procedures
- use and maintenance of equipment
- attention to work specifications
- specification of concrete mix
- specification of mortar mix

Materials:

- sand
- coarse aggregate
- Portland cement
- Additives
- Colouring (where appropriate)

OH&S requirements to be in accordance with Statutory Legislation and regulations and may include:

- workplace environment and safety
- protective clothing and equipment
- use of tools and equipment
- handling of materials
- working platforms and scaffolding
- safety hazards

Personal protective equipment may include:

- safety goggles/glasses
- boots
- gloves
- dust masks/respirators
- hard hat
- overalls

Tools and equipment may include but are not limited to:

- wheel barrow
- shovel
- measuring box
- water hose
- motorised transporting machine

Types of mix:

- concrete
- mortar for block laying
- rough cast mortar
- rendering mortar
- pebble-dash mortar

EVIDENCE GUIDE

Competency is to be demonstrated by the batching and mixing of concrete and mortar by hand and machine.

(1) Critical Aspects of Evidence

Competence is to be observed in the following critical aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to worksite operations
- select and use appropriate tools and equipment for mixing cementitious materials
- apply organisational quality procedures and process within context of preparing concrete and mortar.
- Interpret work instructions with respect to proportion and ratio of mix
- identify typical faults and problems that occur and necessary action taken to rectify
- interactively communicate with others to ensure safe and effective work procedures
- complete the mixing of concrete and mortar to work specifications

(2) Pre-requisite Relationship of Units

- BGCOR0001A Carry out interactive communication
- BGCOR0041A Carry out measurements and calculations
- BGCOR0051A Use hand and power tools
- BGMAS0061A Use small plant and equipment

This unit may concurrently be assessed with:

- BGCOR0051A Use hand and power tools
- BGMAS0061A Use small plant and equipment

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements including regulations, codes and standards
- hand tools and equipment for preparing concrete and mortar
- materials handling
- measurement and calculation relative to batching of materials
- mortar mix composition
- concrete constituents and ratio of mix
- range of mortar additives including plasticisers and their application
- workplace communications

Skills

The ability to:

- work safely
- read and interpret work instructions
- use tools and equipment
- select materials
- measure and calculate ratio and proportion
- communicate effectively
- organise work
- batch concrete and mortar
- mix concrete and mortar by hand
- mix concrete and mortar using machine

(4) Resource Implications

The following resources should be provided:

- workplace location
- tools, plant and equipment appropriate for mixing concrete and mortar
- materials for mixing concrete and mortar

(5) Method of Assessment

Competency should be assessed through direct observation of practical application and questions related to underpinning knowledge.

Competency should be assessed under general guidance checking at various stages of the process and at completion of the activity against performance criteria and specifications.

(6) Context of Assessment

Competency may be assessed in the workplace or simulated workplace setting.

Assessment should be conducted while tasks are undertaken either individually or as part of a team under limited supervision.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level -	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills

BCGTIL0121A: Prepare for wall and floor tiling

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively carry out work in preparing the process for laying wall and floor tiles, and applies to all individuals involve in tiling.

Competency Field:

General Construction

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1	Plan for the construction process	1.1	Quality Assurance requirements of company's construction operations recognised and adhered to.
		1.2	Preparation and planning requirements identified from drawings/work location and/or supervisor's instructions.
		1.3	OH&S requirements identified and adhered to in accordance with application tasks and workplace environment.
		1.4	Safety hazards identified and correct procedures adopted to minimise risk to self and others.
		1.5	Materials selected to supervisor's instructions and safely handled and stored/located ready for application.
		1.6	Appropriate personal protective equipment selected, correctly fitted and used.
		1.7	Tools and equipment selected consistent with the job requirements, checked for serviceability and any faults reported to supervisor.
		1.8	Fixing/fasteners selected consistent with job requirements, where applicable, and checked for serviceability.
2	Prepare materials selected for construction process	2.1	Activities for material preparation identified from specifications or supervisor's instructions.
		2.2	Material preparation carried out to satisfy requirements of application process.
3	Prepare work area suitable for construction process	3.1	Activities to be carried out in work area identified from type of tile, surface to be covered, method of application and access to surface.

- | | | | |
|---|---|-----|---|
| | | 3.2 | Work area prepared for the application process to specifications or supervisor's instructions. |
| 4 | Use tools, plant and equipment appropriate for construction process | 4.1 | Regular hand and power tools suitable for application process identified to job requirements. |
| | | 4.2 | Hand and power tools used safely and effectively to carry out processes. |
| 5 | Prepare underlay/sheeting for floor and walls | 5.1 | Assistance with underlay preparation provided under instructions and supervision. |
| | | 5.2 | Surface finished flat/level with joints flush and sealed. |
| 6 | Prepare background of brick, concrete or blockwork for solid plastering | 6.1 | Structure identified and surface wire and brushed to remove loose material and holes. Depressions and gaps filled with suitable patching material to supervisor's instructions. |
| | | 6.2 | Materials for splash coat proportioned and mixed to instructions ready for application to wet surface. |
| 7 | Prepare for render surface for tiling | 7.1 | Horizontal/vertical surrounds prepared for tiling process in accordance with type of tile and specified finish, where applicable. |
| | | 7.2 | Materials for render coat proportioned and mixed to instructions ready for application. |
| | | 7.3 | Rendered surface scratched and dried to instructions in accordance with specifications. |
| 8 | Clean up | 8.1 | Materials stacked/stored for re-use or disposal. |
| | | 8.2 | Work area cleared. |
| | | 8.3 | Tools and equipment cleaned, maintained and stored. |
| | | 8.4 | Waste disposed of using appropriate method to NEPA requirements. |

RANGE STATEMENT

This unit applies to the preparation and construction processes carried out in preparing for the tiling of wall and floor surfaces.

Types of tiles include:

- ceramic
- marble
- stone
- granite
- terra cotta

Construction processes include:

- use of underlay material
- rendering to provide flat surface
- preparing of surfaces
- workplace preparation

Tools and equipment include but are not limited to:

- hammers
- saws
- measuring ruler/tape
- power saw
- power drills and screwdriver
- cement sheet cutters
- spirit levels
- concrete mixers
- shovels
- wheelbarrows
- wire brushes
- brooms
- power sander

Underlay materials include:

- plasterboard
- fibro cement

Fixing and fasteners include but are not limited to:

- plasterboard nails
- clouts
- soft sheet nails
- self tapping screws
- wall board adhesive

Surrounds for tiling include:

- extruded metal sections
- timber moulding

Patching materials include but are not limited to:

- plaster
- sand and cement
- cornice adhesive
- fillers (pre-mixed and mix)
- caulking compounds

Work is to be done under supervision with instructions being as part of supervisor's directions, consistent with job specifications.

Reporting of faults may be verbal or written.

OH&S requirements to be in accordance with Statutory Legislative regulations.

EVIDENCE GUIDE

Competency is to be demonstrated by carrying out the safe and effective preparation for tiling applications in accordance with the performance criteria using any of the processes and range of materials listed within the range of variables statement.

(1) Critical Aspects of Evidence

It is essential that competence is observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of construction processes
- demonstrate safe and effective operational use of tools and equipment
- give particular attention to specified finish of surfaces ready for tiling
- interactively communicate with others to ensure safe and effective workplace operations

(2) Pre-requisite Relationship of Units

- BCGCOR0011A Carry out OH&S requirements
- BCGCOR0051A Use hand and power tools
- BCGCOR0061A Use small plant and equipment

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements
- drawings and specifications
- portable power tools
- hand tools and equipment
- materials relative to wall and floor tiling
- fixing and fasteners consistent with wall and floor tiling requirements
- workplace communications
- materials handling
- measurement relative to wall and floor tiling

Skills

The ability to:

- work safely to instructions
- use power tools and hand tools
- handle material
- select material
- measure relative to the process
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- general construction materials relevant to wall and floor tiling preparation activities
- hand and power tools appropriate to wall and floor tiling processes
- plant and equipment appropriate to wall and floor tiling processes
- suitable work area appropriate to wall and floor tiling activities

(5) Method of Assessment

Competency shall be assessed while work is undertaken under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGMAS0131A: Prepare for solid plastering

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively prepare the process for carrying out solid plastering work, and applies to individuals working in masonry in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1. Plan for construction process	1.1	Quality Assurance requirements of company's construction operations recognised and adhered to.
	1.2	Preparation and planning requirements identified from drawings/work location and/or supervisor's instructions.
	1.3	OH&S requirements identified and adhered to in accordance with application tasks and workplace environment.
	1.4	Safety hazards identified and correct procedures adopted to minimise risk to self and others.
	1.5	Materials selected according to supervisor's instructions safely handled and stored/located ready for application.
	1.6	Appropriate personal protective equipment selected, correctly fitted and used.
	1.7	Tools and equipment selected consistent with the job requirements, checked for serviceability and any faults reported to supervisor.
	1.8	Fixing/fasteners selected consistent with the job requirements where applicable and checked for serviceability.
2. Prepare materials selected for construction process	2.1	Activities for material preparation identified from specifications or supervisor's instructions.
	2.2	Material preparation carried out to satisfy requirements of application process.
3. Prepare work area suitable for construction process	3.1	Activities to be carried out in work area identified from surface to be covered, method of application and access to surface.

		3.2	Work area prepared for construction process according to supervisor's instructions.
4.	Use tools, plant and equipment appropriate for construction process	4.1	Regular hand and power tools suitable for application process identified to job requirements.
		4.2	Hand and power tools used safely and effectively to carry out processes where applicable.
5.	Prepare background of brick, concrete or blockwork for solid plastering	5.1	Structure identified and surface prepared. Depressions patched with suitable material to supervisor's instructions.
		5.2	Concrete surface where appropriate is roughened or adhesive applied.
		5.3	Materials for scratch coat proportioned and mixed to instructions ready for application to wet surface.
6.	Clean up	6.1	Materials stacked/stored for re-use or disposed of.
		6.2	Work area cleared.
		6.3	Tools and equipment cleaned, maintained and stored.

RANGE OF VARIABLES

This unit applies to the preparation and construction processes carried out in preparing for the application of solid plastering to surfaces.

Background surfaces for application of solid plastering include but not limited to:

- concrete
- concrete block work
- brickwork
- stonework
- polystyrene
- expanded metal or bird wire

Construction process includes:

- application of solid plaster
- preparation of surfaces
- finish of surfaces
- workplace preparation

Material preparation may include:

- locating loose materials for mixing
- preparing brackets for fixing to steelwork
- cutting expanded metal or bird-wire for placement

Tools and equipment may include but are not limited to:

- measuring tape/rule
- brushes
- broom
- screed boards
- scaffolding
- spirit level
- straight edges
- concrete mixer
- shovels
- wheelbarrows
- power leads
- hoses
- masonry hammer

Patching materials include but are not limited to:

- sand and cement
- plaster
- cornice adhesive
- caulking compounds

Work is to be undertaken either as part of a team or individually, under supervision with instruction being as part of the supervisor's directions either verbal or written.

Reporting of faults may be verbal or written.

OH&S requirements to be in accordance with the Statutory regulations.

Work area preparation may include:

- cleaning of area
- erecting restricted height scaffolding
- setting up concrete mixer
- establishing temporary water and power supply

Personal protective equipment may include:

- overalls
- waterproof pants and jacket
- boots
- water (rubber) boots
- gloves
- dust masks/respirators
- hard hat/cap
- safety goggles

EVIDENCE GUIDE

Competency is to be demonstrated by carrying out the safe and effective preparation for solid plastering applications in accordance with performance criteria using any of the range of materials and processes listed within the range of variables statement.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of construction processes
- demonstrate safe and effective operational use of tools, plant and equipment
- interactively communicate with others to ensure safe and effective workplace operations

(2) Pre-requisite Relationship of Units

- BCGCOR0011A Carry out OH&S requirements
- BCGCOR0051A Use hand and power tools
- BCGCOR0061A Use small plant and equipment
- BCGCOR0071A Erect and dismantle restricted height scaffolding

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- workplace and equipment safety requirements
- drawings and specifications
- portable power tools
- hand tools and equipment
- materials relative to solid plastering
- materials handling
- measurement relative to solid plastering
- fixing and fasteners consistent with solid plastering requirements
- workplace communications

Skills

The ability to:

- work safely to instructions
- use power and hand tools
- handle material
- select material
- communicate effectively
- measure relative to process

(4) Resource Implications

The following resources should be made available:

- general construction materials relevant to solid plastering
- hand and power tools appropriate to solid plastering process
- plant and equipment appropriate to solid plastering process
- suitable work area appropriate to solid plastering activities

(5) Method of Assessment

Competency should be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> • Carries out established processes • Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> • Manages process • Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> • Establishes principles and procedures • Evaluates and reshapes process • Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGMAS0141A: Prepare for dry wall plastering

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively carry out the preparation process of dry wall plastering, and applies to individuals erecting dry wall plastering in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Plan for construction process	<p>1.1 Quality Assurance requirements of company's construction operations recognised and adhered to.</p> <p>1.2 Preparation and planning requirements identified from drawings/work location and/or supervisor's instructions.</p> <p>1.3 OH&S requirements identified and adhered to in accordance with application tasks and workplace environment.</p> <p>1.4 Safety hazards identified and correct procedures adopted in order to minimise risk to self and others.</p> <p>1.5 Materials selected to supervisor's instructions, safely handled and stored/located until ready for application.</p> <p>1.6 Appropriate personal protective equipment selected, correctly fitted and used.</p> <p>1.7 Tools and equipment selected consistent with the job requirements, checked for serviceability and any faults reported to supervisor.</p> <p>1.8 Fixtures/fasteners selected consistent with job requirements and checked for serviceability.</p>
2. Prepare materials selected for construction process	<p>2.1 Activities for material preparation identified from specifications or supervisor's instructions.</p> <p>2.2 Fasteners/fixing prepared for installation according to instruction.</p> <p>2.3 Material preparation carried out to satisfy the requirements of the construction process.</p>

- | | | | |
|----|---|-----|--|
| 3. | Prepare work area suitable for construction process | 3.1 | Activities to be carried out in work area identified from surfaces to be lined and height to be accessed. |
| | | 3.2 | Work area prepared for construction process to supervisor's instructions. |
| 4. | Use tools, plant and equipment appropriate for construction process | 4.1 | Regular hand and power tools suitable for application process identified to job requirements. |
| | | 4.2 | Hand and power tools used safely and effectively to carry out processes. |
| 5. | Assist with sheet material installation | 5.1 | Sheet materials identified from stack and safely distributed to required location. |
| | | 5.2 | Assistance provided with cutting sheets to job requirements. |
| | | 5.3 | Assistance provided with placing and fixing sheets to job requirements. |
| 6. | Clean-up | 6.1 | Materials stacked/stored for re-use or removal. |
| | | 6.2 | Work area cleared of debris. |
| | | 6.3 | Tools and equipment cleaned, maintained and stored. |
| | | 6.4 | Waste disposed of using appropriate method according to the National Environmental Protection Act (NEPA) requirements. |

RANGE STATEMENT

This unit applies to the preparation processes carried out to support the installing of plaster sheeting and cornering to walls and ceilings which includes:

- plasterboard
- water resistant plasterboard

Background support of plaster sheeting includes:

- timber framework
- light steel framework
- metal furring channels
- timber battens

Work area preparation may include:

- clearing area
- preparing saw stools and planks
- work platform

Fixing and fasteners include but are not limited to:

- nails
- plasterboard nails
- clouts head nail
- self tapping screws
- wallboard adhesive
- cornice adhesive

Construction process includes:

- fixing of battens/furring channels
- worksite preparation
- fixing of sheeting
- fixing of cornice
- finish of surface

Tools and equipment may include but are not limited to:

- measuring tape/rule
- hammer
- saws
- power drills and screwdrivers
- adhesive gun
- cutting knife
- scrapers
- saw stools and planks
- steel floats
- power leads

Material preparation may include:

- cutting corner bead to length
- identifying and marking sheets for location
- fixing material and fasteners located ready for use

Work is to be undertaken as part of a team under supervision, with instructions from supervisor and can either verbal or written.

Reporting of faults may be verbal or written.

OH&S requirements to be in accordance with statutory regulations.

EVIDENCE GUIDE

Competency is to be demonstrated by carrying out the safe and effective preparation for dry wall plastering application in accordance with the performance criteria using any of the range of materials and processes listed within the range of variables statement.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of construction process
- demonstrate safe and effective operational use of tools, plant and equipment
- adopt and use correct procedures in handling plaster sheets
- interactively communicate with others to ensure safe and effective installation processes

(2) Pre-requisite Relationship of Units

- BCGCOR0011A Carry out OH&S requirements
- BCGCOR0051A Use hand and power tools
- BCGCOR0061A Use small plant and equipment

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements
- drawings and specifications
- portable power tools
- hand tools and equipment
- materials relative to dry wall plastering
- materials handling
- measurement relative to dry wall plastering
- fixing and fasteners consistent with dry wall plastering requirements
- workplace communication

Skills

The ability to:

- work safely to instructions
- use hand and power tools
- handle material
- select material
- communicate effectively
- measure relative to the process

(4) Resource Implications

The following resources should be made available:

- construction materials relevant to dry wall plastering
- hand and power tools appropriate to dry wall plastering process
- equipment appropriate to dry wall plastering process
- suitable work area appropriate to dry wall plastering activities

(5) Method of Assessment

Competency should be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> • Carries out established processes • Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> • Manages process • Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> • Establishes principles and procedures • Evaluates and reshapes process • Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGMAS0151A: Prepare for construction process (Brick/Block laying)

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively prepare the construction process for laying concrete blocks/bricks, and applies to individuals working in masonry/concrete trades in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Plan for construction process	1.1	Quality Assurance requirements of company's construction operations recognised and adhered to.
		1.2	Job requirements identified from drawings and supervisor's instructions.
		1.3	Occupational Health and Safety (OH&S) requirements identified and adhered to according to application tasks and workplace environment.
		1.4	Safety hazards identified and correct procedures adopted to minimise risk to self and others.
		1.5	Materials selected to supervisor's instructions, safely handled and stored/located and ready for application.
		1.6	Appropriate personal protective equipment selected, correctly fitted and used.
		1.7	Tools and equipment selected are consistent with job requirements, checked for serviceability and any faults reported to supervisor.
2.	Prepare materials selected for construction process	2.1	Activities for material preparation identified from specifications or supervisor's instructions.
		2.2	Material preparation carried out to satisfy requirements of construction process.
		2.3	Correct manual handling techniques used to remove materials to location of placement.
		2.4	Components distributed and stacked to suit job location and construction sequence.

3.	Prepare work area suitable for construction process	3.1	Activities to be carried out in work area identified from type of brick/block, planned layout of construction and access location.
		3.2	Work area prepared for construction process according to supervisor's instructions.
4.	Use tools, plant and equipment appropriate for construction process	4.1	Regular hand and power tools suitable for application process identified to job requirements.
		4.2	Hand and power tools used safely and effectively to carry out processes.
5.	Mix mortar/concrete by hand	5.1	Materials for mortar/concrete selected to instruction.
		5.2	Additives for mortar/concrete selected to mix requirements.
		5.3	Specified proportions of materials for mortar/concrete mixture prepared accurately in accordance with instruction.
		5.4	Mortar/concrete materials mixed to a workable consistency.
6.	Assist with brick/block works	6.1	Bricks/blocks selected, visually checked to ensure that specifications are met including colour matching surrounding area and distributed to location.
		6.2	Surface brushed/scraped/washed and clean.
7.	Clean-up	7.1	Materials stacked/stored for re-use or removal.
		7.2	Work area cleared.
		7.3	Tools and equipment cleaned, maintained and stored.
		7.4	Waste disposed of using appropriate method according to EPA requirements.

RANGE STATEMENT

This unit applies to the preparation processes carried out to support the laying of brickwork or block work.

Construction processes includes:

- worksite preparation
- preparation for brick/block laying
- finish brickwork/block work face

Tools and equipment include but are not limited to:

- hammer
- bolster
- shovel
- measuring tape/rule
- concrete mixer
- angle grinder
- masonry saw
- power leads
- hoses
- brushes and brooms
- wheelbarrows
- mortar boards
- bucket

Specifications for bricks/blocks should be part of Quality Assurance requirements and include:

- size
- shape
- sharp arises (where applicable)
- colour
- strength

Materials preparation may include:

- cutting concrete blocks
- locating lintels ready for placement
- distributing vents
- cutting and distributing reinforcement
- preparing materials for batching for mortar and concrete

Work is to be undertaken as part of a team under supervision with instructions being part of supervisor's directions, either verbal or written.

OH&S requirements to be in accordance with Statutory Legislation and regulations.

Reporting of faults may be verbal or writ ten.

Materials in addition to bricks/blocks include:

- cement and sand
- gravel
- adhesive
- brick/block reinforcement
- steel lintels
- mortar additives (workability and damp proofing)

Masonry units may include:

- wire cut bricks
- pressed bricks
- solid concrete blocks
- hollow concrete blocks

Work area preparation may include:

- cleaning strip footings or slab
- setting up concrete mixer
- locating mortar boards
- establishing temporary water and power supply
- preparing access for supply of mortar/concrete

EVIDENCE GUIDE

Competency is to be demonstrated by carrying out the safe and effective preparation for the laying of bricks/blocks in accordance with the performance criteria using any of the listed range of variables with either brickwork or block work.

(1) Critical Aspects of Evidence

It is essential that competence is observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of construction processes
- demonstrate safe and effective operational use of tools, plant and equipment
- adopt and use correct procedures to handle and place materials
- interactively communicate with others to ensure safe and effective worksite operations

(2) Pre-requisite Relationship of Units

- BCGCOR0011A Carry out OH&S requirements
- BCGCOR0051A Use hand and power tools
- BCGCOR0061A Use small plant and equipment
- BCGCOR0111A Handle construction material

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- workplace and equipment safety requirements
- drawings and specifications
- portable power tools
- hand tools and equipment
- materials handling
- mortar and concrete constituents and ratio of mix
- measurement relative to brick/block work
- accessories associated with brickwork/block work construction
- workplace communications

Skills

The ability to:

- work safely to instructions
- read drawings
- use power tools and hand tools
- handle material
- select material
- measure relative to the construction process
- mix mortar and concrete manually and with mixer
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- construction materials relevant to brick/block work
- hand and power tools appropriate to brick/block work processes
- plant and equipment appropriate to brick/block work processes
- suitable work area appropriate to construction process

(5) Method of Assessment

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2	Level 3.
<ul style="list-style-type: none"> • Carries out established processes • Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> • Manages process • Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> • Establishes principles and procedures • Evaluates and reshapes process • Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGCAR0161A: Prepare for carpentry construction

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively prepare the process for carrying out construction work in carpentry, and applies to individuals working in the occupation.

Competency Field:

General Construction

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Plan for construction process	1.1 Quality Assurance requirements of company's construction operations recognised and adhered to. 1.2 Preparation and planning requirements identified from drawings and/or supervisor's instructions. 1.3 Occupational Health and Safety (OH&S) requirements identified and adhered to in accordance with application tasks and workplace environment. 1.4 Safety hazards identified and correct procedures adopted to minimise risk to self and others. 1.5 Materials selected to supervisor's instructions, safely handled, stored/located and ready for application. 1.6 Appropriate personal protective equipment selected, correctly fitted and used. 1.7 Tools and equipment selected consistent with job requirements, checked for serviceability and any faults reported to supervisor. 1.8 Fixing/fastenings selected to instructions consistent with job requirements.
2. Prepare materials selected for construction process	2.1 Activities for material preparation identified from specifications or supervisor's instructions. 2.2 Material preparation carried out to satisfy requirements of construction process.

- | | | | |
|----|--|-----|---|
| 3. | Prepare work area suitable for construction process | 3.1 | Activities to be carried out in work area identified from drawing details of proposed construction and supervisor's instructions. |
| | | 3.2 | Work area prepared for construction of temporary security fence and site structures, building layout and workstation according to supervisor's instruction. |
| 4. | Use tools and equipment appropriate for construction process | 4.1 | Regular hand and power tools suitable for application process identified to job requirements. |
| | | 4.2 | Hand and power tools used safely and effectively according to instruction to carry out construction processes. |
| 5. | Select materials and cut components | 5.1 | Material obtained from stock to instruction. |
| | | 5.2 | Correct manual handling techniques used to move and place materials. |
| | | 5.3 | Materials safely moved to work area. |
| | | 5.4 | Docking/drop saw used to accurately cut one or multiple components to same length according to given instruction. |
| 6. | Distribute components | 6.1 | Cut components distributed and stacked to suit job location and sequence. |
| 7. | Erect temporary fencing | 7.1 | Posts are appropriately placed, aligned and firmly fixed. |
| | | 7.2 | Stiles and cladding materials (metal/board) are firmly fixed. |
| | | 7.3 | Entrance is of specified size and gate opens, swings and shuts without difficulty. |
| 8. | Clean-up | 8.1 | Unused material stacked/stored for re-use. |
| | | 8.2 | Work area cleared. |
| | | 8.3 | Tools and equipment cleaned, maintained and stored. |
| | | 8.4 | Waste disposed of using appropriate method according to the Environmental Protection Agency (NEPA) requirements. |

RANGE STATEMENT

This unit applies to the preparation processes associated with carpentry construction work based on the construction of timber partition framing .

Tools and equipment may include but are not limited to:

- measuring tape/rule
- hammer
- docking saw
- jigs/stops
- saw stools
- work bench
- clamps
- squares

Personal protective equipment may include but not limited to:

- overalls
- jacket
- boots
- gloves
- safety goggles/glasses
- ear plugs/muffs
- dust masks/respirators
- hard hat/cap

Safety hazards may include but are not limited to:

- restricted access
- location of power leads
- dust
- off cut material
- lighting
- limited storage space

Construction processes includes:

- workplace preparation
- materials preparation
- assembling of partitions
- erecting and fixing of partitions

Material preparation may include:

- stacking of material
- measuring and marking
- cutting and distributing

Work area preparation may include:

- cleaning of area
- setting up for docking saw
- material storage

Fixing/fasteners may include:

- nails
- screws
- bolts
- masonry anchors
- drive/masonry nails

Work is to be undertaken as part of a team under supervision with instruction being part of a supervisor's directions, either verbal or written.

OH&S requirements are to be in accordance with Statutory Legislation and Regulations.

Reporting of faults may be verbal or written.

EVIDENCE GUIDE

Competency is to be demonstrated by carrying out the safe and effective preparation of materials and work area for the installation of partition framing in accordance with the listed range of variables.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- correct procedures carried out prior to and during application of construction process
- demonstrate safe and effective operational use of tools, plant and equipment
- interactively communicate with others to ensure safe and effective workplace operations

(2) Pre-requisite Relationship of Units

- BCGCOR0011A Carry out OH&S requirements
- BCGCOR0051A Use hand and power tools
- BCGCOR0061A Use small plant and equipment

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements
- portable power tools
- hand tools and equipment
- materials relevant to construction process
- materials handling
- measurement relative to construction process
- drawings and specifications
- fixing and fasteners consistent with construction requirements
- workplace communication
- Quality Assurance

Skills

The ability to:

- work safely to instructions
- interpret drawings
- use power tools and hand tools
- handle material
- select material
- measure relative to processes
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- construction materials relevant to proposed construction
- hand and power tools appropriate to construction processes
- plant and equipment appropriate to construction processes
- suitable work area appropriate to proposed activity

(5) Method of Assessment

Competency should be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit should be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workpla ce environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGSTW0181A: Prepare for steelwork construction

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively prepare the construction process for steelwork, and applies to individuals carrying out basic activities in structural steel work in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1	Plan for construction process	1.1	Quality Assurance requirements for company's construction operations recognised and adhered to.
		1.2	Job requirements identified from drawings/work location and/or supervisor's instructions.
		1.3	OH&S requirements identified and adhered to in accordance with application tasks and workplace environment.
		1.4	Safety hazards identified and correct procedures adopted to minimise risk to self and others.
		1.5	Materials selected to supervisor's instructions, safely handled and stored/located ready for application.
		1.6	Appropriate personal protective equipment selected, correctly fitted and used.
		1.7	Tools and equipment selected consistent with job requirements, checked for serviceability and any faults reported to supervisor.
		1.8	Fixing/fastenings selected to instructions consistent with job requirements.
2	Prepare materials selected for construction process	2.1	Activities for material preparation identified from specifications and/or supervisor's instructions.
		2.2	Material preparation carried out to satisfy requirements of construction process.
3	Prepare work area suitable for construction process	3.1	Activities to be carried out in work area identified from drawing details of proposed construction and supervisor's instructions.

- | | | | |
|---|--|-----|--|
| | | 3.2 | Work area prepared for construction process to supervisor's instruction. |
| 4 | Use tools and equipment appropriate for construction process | 4.1 | Regular hand and power tools suitable for application processes identified to job requirements. |
| | | 4.2 | Hand and power tools used safely and effectively according to instruction to carry out construction processes. |
| 5 | Select materials and cut components | 5.1 | Materials obtained from stack/store according to instruction. |
| | | 5.2 | Correct manual handling techniques used to move and place material. |
| | | 5.3 | Materials safely moved to work area. |
| | | 5.4 | Abrasive 'cut off' saw used to accurately cut one off or multiple components to the same length to instruction. |
| | | 5.5 | Sharp edges of cut material ground off for safety in handling and preparation for joining. |
| 6 | Distribute components | 6.1 | Cut components distributed and stacked to suit job location and sequence of work application. |
| 7 | Clean-up | 7.1 | Unused and leftover materials stacked/stored for re-use or disposal. |
| | | 7.2 | Work area cleared of debris. |
| | | 7.3 | Tools and equipment cleaned, maintained and stored. |
| | | 7.4 | Waste disposed of using appropriate method to according National Environmental Protection Agency (NEPA) and OH&S requirements. |

RANGE STATEMENT

This unit applies to the preparation processes associated with structural steel work based on the construction of metal fabricated components.

Construction processes includes:

- worksite preparation
- materials preparation

- constructing fabricated components
- assembling of fabricated components

Fabricated units incorporating the assembly of components include but are not limited to:

- frame structure

- support stands for equipment
- structural columns and beams
- framework for ducting
- communications towers

Quality Assurance requirements may include:

- workplace procedures
- safety requirements
- control of handling
- quality of materials
- specifications of work

OH&S requirements are to be in accordance with Statutory Legislation and regulations and may include:

- worksite environment and safety
- protective clothing and equipment
- use of tools and equipment
- handling of materials
- emergency procedures

Hazards may include but are not limited to:

- pathway obstacles
- leftover material
- movement of other work personnel

Personal protective equipment may include:

- coveralls
- safety boots
- gloves
- hard hat/cap
- safety glasses/goggles
- ear plugs/muffs

Tools and equipment may include but are not limited to:

- measuring tape/rule
- squares
- abrasive cut off saw
- power grinders
- trolleys
- clamps
- support stands
- vertical drills
- block and chain
- work bench

Materials would involve rolled steel sections.

Fittings and fastenings may include but are not limited to:

- bolts and nuts
- self tapping screws

Material preparation may include:

- measuring and marking
- cutting to lengths
- grinding of edges
- drilling of holes
- stacking of material

Work area preparation may include:

- clearing area
- setting up equipment
- material storage

Work is to be undertaken as part of a team under supervision with instructions being part of a supervisor's directions, and maybe either verbal or written.

Reporting of faults may be verbal or written.

EVIDENCE GUIDE

Competency is to be demonstrated by carrying out the safe and effective preparation of materials to construct a nominated fabricated structural steel unit in accordance with the listed range of variables.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of construction preparation processes
- demonstrate safe and effective operational use of tools, plant and equipment
- interactively communicate with others to ensure safe and effective workplace operations

(2) Pre-requisite Relationship of Units

- BCGCOR0011A Carry out OH&S requirements
- BCGCOR0051A Use hand and power tools
- BCGCOR0061A Use small plant and equipment

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements
- portable power tools
- hand tools and equipment
- materials relevant to steelwork
- materials handling
- measurement relevant to steelwork construction
- drawings and specifications
- fixing and fasteners consistent with steelwork requirements
- workplace communication

Skills

The ability to:

- work safely to instructions
- interpret drawings
- use power and hand tools
- handle material
- select material
- measure relative to the processes
- prepare materials for steelwork
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- construction materials relevant to steelwork
- hand tools and power tools appropriate to steelwork processes
- plant and equipment appropriate to steelwork processes
- suitable work area appropriate to steelwork activity

(5) Method of Assessment

Competency should be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGPAD0191A: Prepare for painting and decorating

Competency Descriptor:

This unit deals with the skills and knowledge required for effectively carrying out construction activities in preparation for painting and decoration process, and applies to individuals working in painting and decorating trades in the building and construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1	Plan for construction process	1.1	Quality Assurance requirements of company's painting and decorating operations recognised and adhered to.
		1.2	Preparation and planning requirements identified from drawings and/or plans.
		1.3	Occupational Health and Safety (OH&S) requirements determined and adhered to in accordance with application tasks and workplace environment.
		1.4	Safety hazards identified and correct procedures adopted to minimise risk to self and others.
		1.5	Materials selected according to supervisor's instructions, safely handled and stored/located and ready for application.
		1.6	Appropriate personal protective equipment selected, correctly fitted and used.
		1.7	Tools and equipment selected consistent with job requirements, checked for serviceability and any faults reported to supervisor.
		1.8	Fixing/fasteners selected consistent with job requirements and checked for serviceability.
2	Prepare materials selected for construction process	2.1	Activities for material preparation identified from specifications or supervisor's instructions.
		2.2	Fasteners/fixing prepared for installation to instruction.
		2.3	Material preparation carried out to satisfy requirements of construction process.

-
- | | | | |
|---|---|-----|---|
| 3 | Prepare work area suitable for construction process | 3.1 | Activities to be carried out in work area identified from surfaces to be finished and height to be accessed. |
| | | 3.2 | Work area prepared for construction process to supervisors instructions. |
| 4 | Use tools, plant and equipment appropriate for construction process | 4.1 | Regular hand and power tools suitable for application process identified with job requirements. |
| | | 4.2 | Hand and power tools used safely and effectively to carry out processes. |
| 5 | Assist with initial preparation of surfaces for painting and decorating | 5.1 | Sound surfaces prepared by either sanding or washing down using solvents or detergent. |
| | | 5.2 | Unsound surfaces prepared by scraping and/or sanding |
| 6 | Assist with preparing surfaces for final finish | 6.1 | Stopping/filling material applied to a flush and even finish. |
| | | 6.2 | Surface sanded by hand. |
| | | 6.3 | Primer/sealer/undercoats applied to surface by brush and/or roller. |
| 7 | Clean up | 7.1 | Materials stacked /stored for re-use or disposal. |
| | | 7.2 | Work area cleared. |
| | | 7.3 | Tools and equipment cleaned and stored in a cool place. |
| | | 7.4 | Waste disposed of using appropriate method according to National Environmental Protection Agency (NEPA) requirements. |
-

RANGE STATEMENT

This unit applies to the work undertaken in a team environment for the preparation and subsequent coating of general building surfaces.

Construction process includes:

- worksite preparation
- surface preparation
- application of prime and intermediate coatings

Tools and equipment may include but not limited to:

- | | |
|----------------------|--------------------------------|
| • scrapers | • paint pans/buckets |
| • filling | • brush-ware accessories |
| • knives/blades | • roller frames |
| • putty knives | • covers |
| • duster brushes | • roller accessories |
| • hand sanders | • ladders |
| • mechanical sanders | • trestles |
| • paint stirrers | • planks |
| • drop sheets | • hop-ups |
| • wire brushes | • aluminium mobile scaffolding |
| • hammer | |
| • nail punches | |

Materials may include:

- preparatory products
- paints – solvent-borne (alkyd, urethane, urethane/alkyd, urethane oil or modified alkyd resins) and latex (PVA, PVA/acrylic, acrylic and styrene acrylic)

Surfaces to be painted may include common profiles encompassing:

- | | |
|--|--------------------------------------|
| • ply | • in-situ-concrete |
| • building boards (including MDF and particle board) | • cement render |
| • fibre cement products, iron and steel | • set plaster |
| • zinc coated and zinc alloy coated steel products | • plaster glass products |
| • masonry products | • paper-faced gypsum plaster board |
| • clay bricks | • previously coated/treated surfaces |
| • concrete blocks | |

EVIDENCE GUIDE

Competency is to be demonstrated by the safe and effective preparation of materials using the processes listed within the range of variables statement.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of construction process
- use tools, plant and equipment safely and effectively
- Processes comply with preparation of surfaces for final finish – painting and decorating

(2) Pre-requisite Relationship of Units

- BCG0011A Carry out OH&S requirements
- BCG0051A Use hand and power tools
- BCG0061A Use small plant and equipment

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- workplace and equipment safety requirements
- portable power tools
- hand tools and equipment
- materials relevant to painting and decorating
- materials handling
- measurement and calculation
- interpreting plans
- fixing and fasteners consistent with painting and decorating requirements
- workplace communication requirements

Skills

The ability to:

- work safely to instructions
- use power and hand tools
- handle material
- select material
- communicate effectively
- measure relative to the process

(4) Resource Implications

The following resources should be made available:

- general construction materials relevant to painting and decorating
- hand and power tools appropriate to painting and decorating process
- plant and equipment appropriate to painting and decorating process
- suitable work area appropriate to painting and decorating process

(5) Method of Assessment

Competency should be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of the process.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

ITICOR0011A: Carry out data entry and retrieval procedures

Competency Descriptor:

This unit deals with the skills and knowledge required to operate computer to enter, manipulate and retrieve data and to access information and communicate via the Internet.

Competency Field: Information Technology and Communications - Operations

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1. Initiate computer system	1.1	Equipment and work environment are correctly checked for readiness to perform scheduled tasks.
	1.2	The hardware components of the computer and their functions are correctly identified.
	1.3	Equipment is powered up correctly.
	1.4	Access codes are correctly applied.
	1.5	Appropriate software is selected or loaded from the menu.
2. Enter data	2.1	Types of data for entry correctly identified and collected.
	2.2	Input devices selected and used are appropriate for the intended operations.
	2.3	Manipulative procedures of Input device conform to established practices.
	2.4	Keyboard/mouse is operated within the designated speed and accuracy requirements.
	2.5	Computer files are correctly located or new files are created, named and saved.
	2.6	Data is accurately entered in the appropriate files using specified procedure and format.
	2.7	Data entered is validated in accordance with specified procedures.
	2.8	Anomalous results are corrected or reported in accordance with specified procedures.
	2.9	Back-up made in accordance with operating procedures.

- 3. Retrieve data
 - 3.1 The identity and source of information is established.
 - 3.2 Authority to access data is obtained where required.
 - 3.3 Files and data are correctly located and accessed.
 - 3.4 Integrity and confidentiality of data are maintained.
 - 3.5 The relevant reports or information retrieved using approved procedure.
 - 3.6 Formats to retrieved report or information conform to that required.
 - 3.7 Copy of the data is printed where required.
- 4. Amend data
 - 4.1 Source of data/information for amendment is established.
 - 4.2 Data to be amended is correctly located within the file.
 - 4.3 The correct data/Information is entered, changed or deleted using appropriate input device and approved procedures.
 - 4.4 The Integrity of data is maintained.
- 5. Use document layout and data format facilities
 - 5.1 Requirements for document are verified where necessary.
 - 5.2 The given format and layout are appropriately applied.
 - 5.3 Facilities to achieve the desired format and layout are correctly identified, accessed and used.
 - 5.4 Data manipulating facilities are used correctly.
 - 5.5 Format reflects accuracy and completeness.
- 6. Monitor the operation of equipment
 - 6.1 The system is monitored to ensure correct operation of tasks.
 - 6.2 Routine system messages are promptly and correctly dealt with.
 - 6.3 Non-routine messages are promptly referred in accordance with operating requirements.

	6.4	Error conditions within level of authority are dealt with promptly, and uncorrected errors are promptly reported.
	6.5	Output devices and materials are monitored for quality.
7. Access and transmit information via the Internet	7.1	Access to the Internet is gained in accordance with the provider's operating procedures.
	7.2	Evidence of the ability to negotiate web sites to locate and access specified information and other services is efficiently demonstrated.
	7.3	E-Mail is sent and retrieved competently.
8. Close down computer system	8.1	The correct shut down sequence is followed.
	8.2	Problem with shutting down computer is reported promptly.
	8.3	All safety and protective procedures are observed.
	8.4	The system integrity and security are preserved.
9. Maintain computer equipment	9.1	Cleaning materials and/or solutions used meet specified recommendation.
	9.2	The equipment is cleaned as directed.
	9.3	Wear and faults identified are promptly reported to the appropriate personnel.

RANGE STATEMENT

This unit applies to activities associated with essential operations linked to using and maintaining basic computer equipment.

Equipment:

- install supplied computer
- install supplied peripherals

Work environment:

- equipment
- furniture
- cabling
- power supply

Input devices:

- keyboard
- mouse
- scanner
- microphone
- camera

Software systems to include for:

- word processing
- spread sheet
- internet access

Files save on:

- network
- magnetic media
- personal PC

Data:

- textual
- numerical
- graphical

File operations:

Naming, updating, archiving, traversing field and records in database, use of search, sort, print

Maintenance:

- cleaning: enclosures, screen, input devices, output devices
- checking cables, etc

EVIDENCE GUIDE

Competency is to be demonstrated by the ability to accurately carry out basic data entry and retrieval operations on a computer system in accordance with the performance criteria and the range listed within the range of variables statement .

(1) Critical Aspects and Evidence

It is essential that competence be observed in the following aspects:

- Initiate the use on the equipment.
- Use document layout and data format facilities.
- Locate and access data.
- Use file operations.
- Manipulate input devices.
- Key-in and format reports.
- Access to the internet.

(2) Pre-requisite Relationship of Units

The pre-requisite for this unit is:

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

knowledge of:

- safety for working with and around computers
- computer hardware and software systems
- procedure for initiating and closing down computer
- the operation of the data entry management system
- methods of locating files
- organisation's standards applicable to accessing files
- files operations and their applications
- file operation in database setting
- creating, locating and saving files
- using input devices
- using data checking devices
- formatting functions of software
- layout function of software
- graphic productions and manipulation
- regard for accuracy and security of information
- functions on the internet

Skills

The ability to:

- identify computer hardware
- manipulate data input devices
- access data
- use file operations
- key-in and format reports and letters
- retrieve data
- amend data
- print data
- save data
- search and receive data from the internet
- send and receive E-Mail

(4) Resource Implications

Files saved on network, magnetic media, personal Computer

Input devices: Keyboard, mouse, other selection devices

(5) Method of Assessment

Competency shall be assessed while work is undertaken under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competencies in this unit may be determined concurrently. Assessment must be in accordance with the performance criteria .

(6) Context of Assessment

This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. A range of methods to assess underpinning knowledge should support this

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices .

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level -	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level -	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGCAR0202A: Assemble simple partition frames

Competence Descriptor:

This unit deals with the skills and knowledge required to effectively assemble simple partition frames from timber or metal, and applies to individuals working in the erection of framed building structures.

Competency Field:

General Construction

**ELEMENT OF
COMPETENCY****PERFORMANCE CRITERIA**

1. Plan and prepare work	1.1	Quality Assurance requirements of company's construction operations recognised and adhered to.
	1.2	Occupational Health & Safety requirements recognised and adhered to in accordance with application tasks and workplace environment.
	1.3	Material requirements identified from instructions/job drawings and specifications.
	1.4	Appropriate personal protective equipment selected, correctly fitted and used.
	1.5	Tools and equipment selected to carry out processes consistent with job requirements, checked for serviceability and any faults reported to supervisor.
	1.6	Fixing/fastenings selected to specifications and job requirements.
2. Select materials and cut components	2.1	Materials obtained from store or stack to quantity and specification requirements.
	2.2	Required lengths accurately marked or machine stops set to requirements of cutting list.
	2.3	Docking/drop saw used to accurately cut one or multiple components to length.
	2.4	Cut components distributed and stacked to suit job location and sequence of construction.

- | | | | |
|----|----------------------------|-----|---|
| 3. | Assemble frames/partitions | 3.1 | Locations for frame member connections marked/prepared to designed measurement spacings. |
| | | 3.2 | Fixing/fastenings installed securing each junction of frame members tight together, flush on partition face and within + or – 2mm of set-out marks. |
| | | 3.3 | Frame/partition assembled and secured square to specification. |
| | | 3.4 | Pre-assembled frames/partitions distributed to appropriate location to instructions. |
| | | 3.5 | Components of frames/partitions impractical to pre-assemble distributed to location as directed by supervisor. |
| 4. | Clean-up | 4.1 | Area cleaned free of debris. |
| | | 4.2 | Waste and unwanted material disposed of safely. |
| | | 4.3 | Unused materials stored/stacked. |
| | | 4.4 | Tools and equipment cleaned, maintained and stored. |

RANGE STATEMENT

This unit applies to the assembling of simple partition wall frames.

Quality Assurance requirements may include:

- safe working operations
- quality of materials
- control of handling procedures
- attention to specifications

OH&S requirements to be in accordance with Statutory Legislation and regulations and may include:

- workplace environment
- protective clothing
- working platforms
- use of tools and equipment
- hazard control
- handling of materials

Material sections used for construction of frames include:

- timber
- light steel
- aluminium

Personal protective equipment may include:

- overalls
- boots
- gloves
- safety goggles/glasses
- ear plugs/muffs
- dust masks/respirators
- hard hat/cap
- jacket

Tools and equipment may include but are not limited to:

- measuring tape/rule
- hammer
- docking saw/drop saw
- jigs/stops
- power drills/screwdrivers
- saw stools
- clamps
- squares
- pop riveter
- nail gun

Types of fittings/fasteners to be used is dependent on type on material being joined may and include:

- nails
- screws
- self tapping screws
- pop rivets

Work is to be undertaken as part of a team under indirect supervision, with instructions being verbal or written as part of supervisor's directions.

Report of faults may be verbal or written.

EVIDENCE GUIDE

Competency is to be demonstrated by the safe and effective preparation and assembly of partition frames using any two of the separate types of different materials listed within the range statement.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulation applicable to workplace operations
- show compliance with organisational policies and procedures including Quality Assurance requirements
- adopt and carry out correct procedures prior to and during application of assembling processes
- demonstrate safe and effective operational use of tools, plant and equipment
- show particular attention to accuracy of marking, cutting and assembling members
- interactively communicate with others to ensure safe and effective work operations

(2) Pre-requisite Relationship of Units

- BCGCOR0051A Use hand and power tools
- BCGCOR0061A Use small plant and equipment
- BCGCAR0161A Prepare for carpentry construction

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements
- drawings and specifications
- portable power tools
- hand tools and equipment
- materials relevant to frame assembly
- materials handling
- measurement and calculation
- fixing and fasteners consistent with framework requirements
- workplace communication

Skills

The ability to:

- work safely to instructions
- interpret drawings and specifications
- use power and hand tools
- handle material
- select material
- measure relative to the process
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- construction materials relevant to frame construction
- hand and power tools appropriate to frame assembly process
- plant and equipment appropriate to frame assembly process
- suitable work area appropriate to frame assembly process
- plans and specifications appropriate to construction activity

(5) Method of Assessment

Competency should be assessed while work is being done under limited supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

(6) Context of Assessment

Competency should be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGCAR0312A: Use static machines

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively prepare and use various types of static machines, and applies to individuals working with carpentry/joinery/masonry/ancillary equipment in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Identify static machines, their operation and safety requirements	1.1	Types and functions of static machines used in offsite production identified.
		1.2	Method of operation for `machines identified and understood.
		1.3	Occupational Health and Safety (OH&S) requirements for guarding and switches identified.
		1.4	Occupational Health and Safety (OH&S) requirements for personal protective equipment associated with using machines identified.
		1.5	Quality Assurance requirements of company's machining operations recognised and adhered to.
2.	Prepare machine for use	2.1	OH&S requirements for preparing and using static machines recognised and adhered to.
		2.2	Appropriate personal protective equipment selected, correctly fitted and used.
		2.3	Machine set up to required operating process and setting with fences/guides locked in position.
		2.4	Safety guards/shields checked and adjusted where required according to the National OH&S standards.

- | | | | |
|----|----------------------------------|-----|--|
| 3. | Operate machine | 3.1 | Machine start up procedure is carried out to manufacturer's recommendations. |
| | | 3.2 | Material fed to machine, where applicable, in accordance with manufacturer's recommendations and safe handling procedures. |
| | | 3.3 | Material set up and fixed in place, where applicable for mobile machine in moving table operations, in accordance with manufacturer's recommendations. |
| | | 3.4 | Machine operated in accordance with designed capacity and purpose, and to manufacturer's specifications and OH&S requirements. |
| | | 3.5 | Machine shut down procedure carried out to manufacturer's recommendations. |
| 4. | Maintain machine and attachments | 4.1 | Machines maintained through regular servicing to manufacturer's operating manual. |
| | | 4.2 | Faults identified and reported to responsible supervisor. |
| | | 4.3 | Minor faults identified and corrected where applicable. |
| | | 4.4 | Cutters/blades and attachments fitted and secured to manufacturer's specifications. |
| 5. | Clean up | 5.1 | Machine cleaned and waste material disposed of safely. |
| | | 5.2 | Cutters, blades and attachments cleaned, checked and stored. |

RANGE STATEMENT

This unit applies to the use of static machines, which are those affixed to a set location for their operation.

OH&S requirements to be in accordance with Statutory and Regulations and may include:

Static machines include but are not limited to:

- rip saws
- band saws
- docking saws
- vertical and horizontal drills
- dimensional saws
- thicknessers
- buzzers
- spindle moulders
- morticers
- multi borers
- table sanders
- grinders
- polishers
- multi functional cutter/grinder/polisher
- shapers
- diamond saws
- travelling beam saws
- multi bladed saws

Quality assurance requirements may include:

- workplace operations and procedures
- quality of materials used in machining operations
- control of handling procedures
- use and maintenance of machines
- attention to specifications of work
- workplace environment and safety
- protective clothing and equipment
- safety switches on machinery
- maintenance of machines
- use of tools and equipment
- handling and feeding of materials
- guarding on machinery
- safe use of machines

Personal protective equipment may include:

- boots
- safety glasses/goggles
- ear plugs/muffs
- dust masks/respirators
- gloves
- cap

Tools and equipment for maintenance and setting up may include but are not limited to:

- oil cans
- grease guns
- spanners
- feeler gauges
- packers
- wedges
- screwdrivers
- measuring tape/rule
- hammer
- spirit level
- squares

Reporting of faults should be in accordance with organisation's workplace procedures and may be verbal or written.

EVIDENCE GUIDE

Competency is to be demonstrated by the safe and efficient setting up and operating of at least three (3) separate types of machines from those listed in the range of variables statement.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace and machine operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements within the context of carrying out machining operations
- identify and appropriately apply manufacturer's recommendations in use of machine
- identify and correctly apply machine guard in operating machine
- carry out correct setting up procedures prior to use in accordance with carrying out machine operations
- carry out correct start up procedures
- demonstrate safe and effective operational use of machine
- carry out correct shut down/switch off procedures
- give attention to procedures for cleaning and maintaining of machine to requirements
- use of safe and correct procedures to place or remove cutters and blades

(2) Prerequisite Relationship of Units

- BCGCOR0051A Use hand and power tools
- BCGCOR0061A Use small plant and equipment

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements including relevant statutory regulations
- types of machines and their operation
- safety considerations for operating of machinery
- maintenance of machines
- cutter, blades and associated accessories
- tools and equipment
- materials
- materials handling

Skills

The ability to:

- work safely to instructions
- set up for machine operation
- operate machine
- use hand tools and equipment
- handle material
- stack material
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- workshop location
- access to a range of static machines
- materials appropriate to work orientation machinery

(5) Method of Assessment

Competency should be assessed while work is being done under direct supervision.

Assessment may involve:

- observation of application work
- questioning related to underpinning knowledge

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each task associated with setting up and using machine.

(6) Context of Assessment

Competency should be assessed in the normal or simulated workplace environment in accordance with work and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level -	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 2	
Use technology	Level 2	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGMAS1232B: **Rough cast and render flat surfaces**

Competency Descriptor:

This unit deals with the skills and knowledge required to float and set coats to provide solid plaster finishes to flat surfaces, and applies to individuals working in masonry in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Plan and prepare work	1.1 Quality Assurance requirements of company's construction operations recognised and adhered to. 1.2 Occupational Health and Safety (OH&S) requirements for workplace environment and preparing for and rendering surfaces recognised and adhered to. 1.3 Delivered materials selected and checked against specifications/instructions for quantity and description. 1.4 Appropriate personal protective equipment selected, correctly fitted and used. 1.5 Tools and equipment selected consistent with requirements of applying float and setting coats for hard plaster to flat surfaces, checked for serviceability and any faults reported to supervisor. 1.6 Safety hazards identified and correct procedures used to eliminate hazards and reduce risk to self and others according to OH&S legislation and company policy.
2. Prepare background of concrete, concrete block or brickwork surface	2.1 Background surface identified and wire-brushed if required. 2.2 Dash coat mixed and applied liberally to wetted surface.
3. Apply float (using sand and cement) to flat surfaces	3.1 Applied coat roughcast (screeded) to plumb or level tolerance of +/- 2mm over 2.4 metres. 3.2 Type of render used and applied to architect's specifications and relevant Building Standard Code.

- 3.3 Floating cast coat applied and ruled off to screed.
- 3.4 Surface finished plumb/level and/or to alignment tolerance of +/- 2mm over 3metres.
- 3.5 Heads, reveals and sills finished square off wall face and back into opening.
- 3.6 All internal angles, ceiling and floor lines accurately cut.
- 4. Apply rough cast to piers
 - 4.1 Floating coat applied using floating rules/profiles, dove pins or hooks so that face of pier is plumb and ruled off.
 - 4.2 Face squared off to form returns, rules removed and a plough form bull nose applied to external angles.
- 5. Apply floating cast within metal beading
 - 5.1 Metal beading fixed to base surface to form a panel with expansion joint so that panel is plumb and square in specified position.
 - 5.2 Panels finished with plaster and lime to a smooth, flat, fine finish.
- 6. Apply setting coat to flat surfaces
 - 6.1 Background surface prepared and cleaned free of residue then wetted down thoroughly.
 - 6.2 Thin scratch coat applied, using 60% plaster and 40% lime to architect specification.
 - 6.3 Second coat applied, 2-3mm thick and worked until firm.
 - 6.4 Fine finish coat applied and steel trowelled to smooth even finish to architect's specification.
- 7. Clean up
 - 7.1 Area cleared to job specification.
 - 7.2 Waste and unwanted material disposed of safely.
 - 7.3 Unused materials stored/stacked.
 - 7.4 Tools and equipment cleaned, maintained and stored.

RANGE STATEMENT

This unit involves the application of floating and set coats to provide solid plaster finishes to flat surfaces which include, walls, reveals, sills, piers and columns.

Render mix to be in accordance with Building Standards – Internal Plastering on Solid Background

OH&S requirements to be in accordance with Statutory Legislation and Regulations and may include:

- workplace environment and safety
- fall safe protection
- protective clothing and equipment
- use of tools and equipment
- handling of materials
- working platforms and scaffolding

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

Tools and equipment may include but are not limited to:

- | | |
|--|---|
| <ul style="list-style-type: none"> • measuring tape/rule • spirit level • squares • trowels • floats • brushes • screed boards • scaffolding • straight edge • grinder • concrete mixer | <ul style="list-style-type: none"> • mortar boards and stands • shovels • wheelbarrows • hawks (hand board) • joint rules • small tools • plumb bob • mason's square • buckets • sieve • power leads |
|--|---|

Personal protective equipment may include:

- boots
- safety glasses/goggles
- dust masks/respirators
- gloves
- cap

Background surfaces for application include:

- concrete
- concrete blockwork
- brickwork
- stonework
- timber or metal lathing

Application may be to horizontal or vertical surfaces:

Cleaning of surfaces may involve:

- wire brushing
- grinding
- blast cleaning
- chipping
- washing down

Dash coat may be applied using:

- trowel
- brush
- nozzle spray

Reporting of faults should be in accordance with company's workplace procedures and may be verbal or written.

EVIDENCE GUIDE

Competency is to be demonstrated by the performance of applying both floating and setting coats to provide a finished surface to either one of the backgrounds listed in the range of variables statement.

(1) Critical Aspects of Evidence

It is essential that competence be demonstrated in the following aspects.

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace and solid plastering operations
- display selection and safe use of appropriate processes, tools and equipment
- apply organisational quality procedures and processes within context of floating and setting solid plaster-flat surfaces
- locate surfaces and inspect for bonding requirements prior to application of coats
- determine surface finish from specification or site inspection
- check render mix conforms to specification Internal Plastering on Solid Backgrounds
- interactively communicate with others to ensure safe and effective work procedures
- check surface is finished plumb/level to tolerance of +/- 2mm over 2.4metres
- finish reveals and returns square to wall surface
- apply setting coat to achieve texture or finish specified
- mix render coat and apply in accordance with Building Standard and architect's specifications
- identify faults and problems that occur and necessary action taken to rectify

(2) Pre-requisite Relationship of Units

Pre-requisites for this unit are:

- BCGCOR0051A Use hand and power tools
- BCGCOR0071A Erect and dismantle restricted height scaffolding
- BCGMAS0141A Prepare for construction process (solid plastering)
- BCGCOR0212A Prepare surfaces
- BCGCOR0242A Carry out levelling

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements
- drawings and specifications
- mix composition
- render and setting coats
- additives including plasticisers, colour and waterproofing agents
- Building Code of Jamaica and Standard for materials and application
- materials
- tools and equipment
- calculation of material quantities

Skills

The ability to:

- work safely
- select and handle material safely
- organise work
- interpret drawings and specifications
- interpret documentation from a wide range of sources
- set out work
- use tools and equipment
- communicate effectively

(4) Resource Implications

The following resources should be provided:

- workplace location
- tools, plant and equipment suitable for applying float and set coats to flat surface
- scaffolding
- appropriate materials

(5) Method of Assessment

Competency should be assessed while tasks are undertaken.

Competency should be assessed through direct observation of the application process and questions related to underpinning knowledge.

(6) Context of Assessment

Competency may be assessed in the workplace or simulated workplace setting.

Assessment should be conducted while tasks are undertaken either individually or as part of a team under limited supervision.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 2	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 2	
Use technology	Level 2	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGPAD1322A: Prepare surfaces for painting and decorating

Competency Descriptor:

This unit deals with the skills and knowledge required to prepare surface for painting and decorating, and applies to individuals applying paints and other surface coating and decorating materials.

Competency Field:

General Construction

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1. Select and prepare materials and equipment	1.1	Quality Assurance requirements of company's painting and decorating operations recognised and adhered to.
	1.2	Occupational Health and Safety (OH&S) requirements for preparing new and previously painted surfaces for painting and decorating are recognised and adhered to including lead and asbestos fibres.
	1.3	Materials checked for conformity against specifications.
	1.4	Appropriate personal protective equipment selected, correctly fitted and used in accordance with safe working standards.
	1.5	Tools and equipment selected consistent with job requirements, checked for serviceability and any faults reported and/or rectified.
	1.6	Safety hazards identified and correct procedures used to reduce risk to self and others.
2. Erect work platform	2.1	Work platform erected where required to appropriate working height according to OH&S requirements.
3. Prepare new or un-coated surfaces for painting or clear finish	3.1	Specific substrate properties identified and precautions taken to ensure maximum adhesion of subsequent surface coatings.
	3.2	Surface prepared as per manufacturer's specification in compliance with substrate requirements, hazardous materials warnings and paint systems.
	3.3	Surface imperfections stopped, filled and sanded to a smooth finish ready for painting.

- | | | |
|--|-----|---|
| 4. Prepare previously coated surfaces for painting or clear finish | 4.1 | Surface to be painted identified as either sound or unsound for painting. |
| | 4.2 | Where surface deemed to be unsound, removed using the most appropriate method. |
| | 4.3 | Where surface is deemed to be sound, prepare surface by most appropriate method. |
| | 4.4 | Surface imperfections corrected and cracks, filled and sanded to smooth finish ready for painting. |
| 5. Prepare surface for wallpaper | 5.1 | Determine condition and texture of surface and its suitability to wallpaper application. |
| | 5.2 | Where surface to be wallpapered deemed to be unsound, remove using the most appropriate method. |
| | 5.3 | Where surface deemed to be sound, prepare surface by most appropriate method. |
| | 5.4 | Surface imperfections corrected and cracks filled and sanded to smooth finish ready for application of wallpaper. |
| 6. Remove wallpaper and prepare surface for painting | 6.1 | Determine type of wallpaper to be removed. |
| | 6.2 | Wallpaper removed by dry stripping and/or soaking or by steam stripper observing all Occupational Health & Safety standards requirements. |
| | 6.3 | Where surface deemed to be sound, prepare surface by most appropriate method. |
| | 6.4 | Where surface deemed to be unsound, repair surface by most appropriate method. |
| | 6.5 | Surface imperfections stopped, filled and sanded to smooth finish ready for application of paint. |
| 7. Prepare surface for decorative painted finishes | 7.1 | Determine condition of surface and its suitability to decorative finishes. |
| | 7.2 | Where surface to be decorated deemed to be unsound, remove by most appropriate method. |

- | | | |
|-------------|-----|---|
| | 7.3 | Where surface deemed to be sound, prepare surface by most appropriate method. |
| | 7.4 | Surface imperfections corrected, and cracks stopped, filled and sanded to a smooth finish ready for application of specified decorative paint finish. |
| 8. Clean up | 8.1 | Area cleaned. |
| | 8.2 | Waste and unwanted material disposed of safely. |
| | 8.3 | Unused materials sealed and stored in a cool place. |
| | 8.4 | Equipment and machinery maintained and stored correctly. |

RANGE OF VARIABLES

This unit applies to the preparation of surfaces for painting and decorating processes. It should be read in conjunction with the relevant requirements for the painting and decorating.

New surfaces to be prepared may include:

- all common profiles encompassing the full range of natural timber products
- ply
- building boards fibre cement products
- iron and steel
- zinc coated steel products
- aluminium products
- copper
- brass
- lead
- masonry products
- clay bricks
- concrete blocks
- in-situ-concrete
- cement render
- set plaster
- plaster glass products
- paper-faced gypsum plaster board
- paintable products
- previously coated/treated surfaces

Horizontal or vertical surface application.

Previously coated surfaces in a sound condition may include:

- Painted surfaces in good condition or surfaces that are covered in a film of grease, dust, mould, mild efflorescence, mild chalking or smoke damaged

Previously coated surfaces in an unsound condition may include:

- Paint films which are blistering, flaking, peeling or cracking

Preparation of previously coated surfaces in a sound condition may include:

- sanding
- washing down using soap
- solvents
- detergent
- use of water blaster

Preparation of previously coated surfaces in an unsound condition may include:

- burning off
- abrasive grit
- water blasting
- grinding
- sanding
- scraping (mechanical or hand)
- chemical stripping

Tools and equipment may include but not limited to:

- scrapers
- filling knives/blades
- putty knives
- duster brushes
- hand sanders
- mechanical sanders
- paint stirrers
- drop sheets
- heat and flame paint removal equipment
- wire brushes
- hammer
- nail punches
- paint pan/buckets
- brush-ware and brush-ware accessories
- roller frames
- covers
- buckets and roller accessories
- water blaster
- spray equipment
- sand blaster

Personal protective equipment may include:

- safety goggles/glasses
- boots
- gloves
- respirators including cartridge and supplied-air
- ear muffs/plugs
- caps
- overalls

Work platforms can include:

- ladders
- step ladders
- trestles
- planks
- hop-ups
- aluminium mobile scaffolding
- scissor-lift

Occupational Health & Safety (OH&S) requirements can include:

Those associated with exposure to hazardous materials:

- solvents
- lead
- chemicals
- fumes/gases

- asbestos fibres
- confined spaces
- manual handling
- falling objects
- electrical
- fire
- equipment and machinery faults
- faults associated with work access platforms
- faults related to poor “house-keeping”

EVIDENCE GUIDE

Competence is to be demonstrated by the safe and effective preparation of a range of sound and unsound surfaces for painting and decorating processes.

(1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- indicate compliance with organisational policies and procedures
- select and use appropriate processes, tools and equipment
- apply organisational quality procedures and process within context surface preparation for painting and decorating processes
- identify requirements for surface preparation for specific examples in sound, unsound and wallpaper
- choose correct method of surface preparation in accordance with environmental, finish and substrate requirements
- remove corrosion by hand or mechanical means
- strip paint by heat removal
- remove paint by flame removal
- use solvent-based paint stripper
- wash surfaces prior to application of coatings
- dry and wet abrading by hand and mechanical application
- remove a range of wallpaper products from walls and/or ceilings
- stop, fill and sand surfaces to a smooth finish
- protect surrounding surfaces by drop sheets, masking or removal of objects
- identify surface defects and subsequent rectification of each
- identify surface coatings defects and subsequent rectification of each
- prepare surface prior to application of decorative finishes to a high standard

(2) Pre-requisite Relationship of Units

Pre-requisite skills:

- BCGCOR0061A Use plant and equipment

This unit may be assessed concurrently with:

- BCGCOR0191A Prepare for construction process (painting & decorating)
- BCGCOR0212A Prepare surfaces
- BCGPAD1282A Apply paint by brush/roller
- BCGPAD0772A Apply paint by spray
- BCGPAD0763A Apply decorative finishes
- BCGPAD1332A Apply wallpaper
- BCGPAD1302A Apply clear timber finish

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment as it relates to OH&S standards and requirements
- specifications interpretation
- hazards associated with lead, solvents, chemicals and dust
- variances in work carried out within sectors of painting and decorating industry and associated standards in relation to the preparation of surfaces:
 - new building (residential/commercial/high-rise)
 - maintenance/renovation/refurbishment
 - shop-fitting
 - restoration
 - conservation
 - industrial/protective coatings
- responsibilities with regard to:
 - heritage listed buildings
 - conservation areas
 - environmental requirements
- surface coatings technology
- properties and surface preparation requirements of new substrates
- surface coatings defects – prevention and/or rectification procedures
- preparatory products
- capability and maintenance of hand and power tools
- differing procedures and products associated with removal of wallpaper
- differing procedures and products associated with removal of defective coatings
- differing procedures and products associated with preparation of sound surfaces
- corrosion process and protection of metals

Underpinning Knowledge and Skills (Cont'd)**Skills**

The ability to:

- work safely, efficiently and effectively
- organise work
- interpret specifications
- take off dimensions, quantities, types of materials, position of materials, application requirements for a wide range of surfaces
- identify and select materials for surface preparation
- use tools equipment and materials
- prepare materials
- check prepared surface for defects
- remove corrosion by hand or mechanical means
- strip paint by heat removal
- remove paint by flame removal
- remove paint using solvent -based paint stripper
- wash surfaces prior to application of coatings by hand or using equipment
- abrade surfaces using dry and wet hand and mechanical methods
- remove range of wallpaper products from walls and/or ceilings
- stop, fill and sand prepared surfaces to a smooth finish
- protect surrounding surfaces by using drop sheets, masking or removal of objects
- identify range of common surface defects and rectify each
- identify range of surface coatings defects and rectify each
- prepare surfaces for application of decorative finishes to high standard
- clean area and dispose of waste
- store materials/components
- respond to emergency situations

(4) Resource Implications

The following resources should be provided:

- workplace or simulated workplace location.
- tools and equipment appropriate to application processes
- materials relevant to application processes
- specifications relevant to surface preparation activities

(5) Method of Assessment

Competency should be assessed through direct observation of application to tasks and questions related to underpinning knowledge.

Competency should be assessed under general guidance, checking at various stages of the process and at completion of the activity against performance criteria and specifications.

(6) Context Assessment

Competency should be assessed in the normal or simulated workplace environment

Assessment should be while tasks are undertaken either individually or as part of a team under limited supervision.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 3	
Communicate ideas and information	Level -	
Plan and organise activities	Level 3	
Work with others and in team	Level -	
Use mathematical ideas and techniques	Level 3	
Solve problems	Level 2	
Use technology	Level 3	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BCGMAS1462A: Construct straight masonry block-work

Competency Descriptor:

This unit deals with the skills and knowledge required to prepare and construct concrete block masonry work, and applies to individuals working in masonry trades in the construction industry.

Competency Field:

General Construction

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1	Plan and prepare work	1.1	Quality Assurance requirements of company's construction operations recognised and adhered to.
		1.2	Occupational Health and Safety (OH&S) requirements for workplace environment and constructing masonry block-work identified and adhered to.
		1.3	Material and quantity requirements determined from job drawings and specifications.
		1.4	All work to comply with relevant Building Code for Masonry.
		1.5	Appropriate personal protective equipment selected, correctly fitted and used.
		1.6	Tools and equipment selected consistent with the requirements of constructing concrete masonry block-work, checked for serviceability and any faults reported to supervisor.
		1.7	Safe working area established and isolated, where applicable.
2	Set out block-work	2.1	Location and structural details of block-work determined from job drawings and specifications.
		2.2	Block-work set out to location to dimensions from job drawings and specifications.
3	Construct masonry block-work	3.1	Concrete blocks laid using mortar to job specifications and the relevant Building Codes for building block-work.
		3.2	First course of block-work laid to set out line and level.

- 3.3 Door and window openings located in block -work according to job specifications.
 - 3.4 Remaining courses of block-work laid straight and plumb to job specifications
- 4 Place reinforcement and concrete
 - 4.1 Horizontal reinforcing steel-bars placed according to job specifications.
 - 4.2 Vertical reinforcing steel-bars placed according to job specifications with jointing/splicing made to engineer's specifications.
 - 4.3 Concrete mixed to specifications, placed and compacted in hollow block-work in line according to specifications.
 - 4.4 Openings constructed and lintels formed.
 - 4.5 Walls are straight and true in plumb, line and level within tolerances set out.
 - 4.6 Vents, expansion joints and weep-holes installed, where required, to job specifications.
 - 4.7 Perpendicular joints are laid to vertical line.
 - 4.8 Scaffolding erected as required in accordance with job requirements and OH&S regulations.
 - 4.9 Block-work raked/ruled/struck to job specifications.
- 5 Install belt beam/lintel
 - 5.1 Details of belt beam and reinforcement identified in accordance with job design and specifications.
 - 5.2 False work constructed to job requirements to support lintel formwork over opening.
 - 5.3 Mortar fins of bond blocks where used removed carefully to manufacturer's requirements.
 - 5.4 Reinforcement placed into belt beam/formwork formwork and supported, providing correct cover in accordance with job specifications.

	5.5	Belt beam formwork checked for placement and alignment in accordance with job drawings and engineer's specifications.	
	5.6	Concrete mixed, placed into belt beam/lintel formwork and consolidated to engineer's specifications.	
6	Clean up	6.1	Block-work face cleaned free of unwanted mortar and concrete.
		6.2	Formwork for belt beam safely removed when the design strength of concrete has been achieved.
		6.3	Supports within openings removed safely once the lintel design strength has been achieved.
		6.4	Area cleared and waste material disposed of safely.
		6.5	Tools and equipment cleaned, maintained and stored.

RANGE STATEMENT

This unit covers all hollow block masonry units manufactured of lightweight materials or concrete, which incorporate infilling of hollows to provide bonding strength to construction.

Reinforcement of structure can be either or both vertical or horizontal reinforcing.

This unit covers all straight, square and plumb block - work construction, which includes: Quality Assurance requirements may include:

- walls
- columns
- attached piers
- belt beams and lintel
- incorporation of wall ties and reinforcement
- workplace operations and procedures
- quality of materials
- control of handling procedures
- use and maintenance of equipment
- attention to work specifications
- shape and quality of masonry blocks
- specification of mortar mix
- specified joint finish

OH&S requirements to be in accordance with Statutory Legislation and regulations and may include:

- workplace environment and safety
- protective clothing and equipment
- use of tools and equipment
- handling of materials
- working platforms and scaffolding
- safety hazards

Personal protective equipment may include:

- safety goggles/glasses
- boots
- gloves
- dust masks/respirators
- hard hat
- overalls

Tools and equipment may include but are not limited to:

- measuring tape/rule
- hammers
- spirit level
- dumpy level
- concrete mixer
- wheelbarrows
- shovels
- masonry saw
- angle grinder
- trowels
- straight edges
- plumb rule
- jointing tools
- string line
- line pins
- line blocks
- scaffolding
- mortar boards
- buckets
- mason's square
- adjustable steel props
- timber beam bearers
- hand saw
- claw hammer

Reporting of faults should be in accordance with company's workplace procedures and may be verbal or written.

EVIDENCE GUIDE

Competency is to be demonstrated by the construction of a straight masonry block-work wall, including return corners and belt beam or lintel.

(1) Critical Aspects of Evidence

Competence is to be observed in the following critical aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to worksite and masonry block laying operations
- select and use appropriate processes, tools and equipment for masonry block laying
- apply organisational quality procedures and process within context of masonry block construction
- set out wall to the requirements of job drawings
- select blocks and mortar consistent within specifications for job
- erect scaffolding in accordance with OH&S regulations
- identify typical faults and problems that occur and necessary action taken to rectify
- interactively communicate with others to ensure safe and effective work procedures
- complete construction of masonry block-work wall to job drawings and specifications
- placement of reinforcement

(2) Pre-requisite Relationship of Units

- BCGCOR0031A Draw and interpret simple drawings
- BCGCOR0071A Erect and dismantle restricted height scaffolding
- BCGCOR0081A Use simple levelling devices
- BCGMAS0101A Carry out concrete work to simple forms
- BCGMAS0151A Prepare for construction process (brick/block-Laying)
- BCGCOR0242A Carry out levelling

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- workplace and equipment safety requirements including regulations, codes and standards'
- block expansion
- control and articulation joints
- mortar mix composition
- range of mortar additives including plasticisers and their application
- Building Code and Standard for Masonry Work
- materials for constructing masonry block-work walls
- tools and equipment suitable for masonry block-work construction
- measuring and levelling

Skills

The ability to:

- work safely
- read and interpret drawings
- interpret documentation from a wide range of sources
- use tools and equipment
- set out work
- communicate effectively
- organise work
- lay masonry block-work
- erect restricted height scaffolding

(4) Resource Implications

The following resources should be provided:

- workplace location
- tools, plant and equipment appropriate for constructing masonry block-work walls
- scaffolding
- materials appropriate for masonry block-work construction
- drawings and specification relevant to tasks
- appropriate size belt beam lintel reinforcement cage

(5) Method of Assessment

Competency should be assessed through direct observation of practical application and questions related to underpinning knowledge.

Competency should be assessed under general guidance checking at various stages of the process and at completion of the activity against performance criteria and specifications.

(6) Context of Assessment

Competency may be assessed in the workplace or simulated workplace setting.

Assessment should be conducted while tasks are undertaken either individually or as part of a team under limited supervision.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 2	
Use technology	Level 2	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BSBSBM0012A: Craft personal entrepreneurial strategy

Competency Descriptor:

This unit deals with the skills and knowledge required to craft an entrepreneurial strategy that fits with the attitudes, behaviours, management competencies and experience necessary for entrepreneurs to meet the requirements and demands of a specific opportunity.

Competency Field: Small Business Operations

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1. Demonstrate knowledge of the nature of entrepreneurship	1.1	Concepts associated with entrepreneurship are clearly defined.
	1.2	Factors which influence entrepreneurship in and outside of Jamaica are correctly identified and explained.
	1.3	The importance of entrepreneurship to economic development and employment is explained clearly.
	1.4	The findings of research conducted on entrepreneurial ventures and successes in the Caribbean region are clearly presented in an appropriate format.
	1.5	Differences between wage employment and entrepreneurial ventures are correctly stated.
2. Identify and assess entrepreneurial characteristics	2.1	Relevant research is carried out and required entrepreneurial characteristics identified.
	2.2	Entrepreneurial characteristics identified are assessed and ranked.
	2.3	An understanding of the process and discipline that enable an individual to evaluate and shape choices and to initiate effective action is correctly demonstrated.
	2.4	Factors that will help an entrepreneur to manage the risk and uncertainties of the future, while maintaining a future orientated frame of mind, are identified.

- | | | | |
|----|-----------------------------------|-----|---|
| 3. | Develop self-assessment profile | 3.1 | Self-assessment tools/methods to identify personal entrepreneurial potential are identified and properly used. |
| | | 3.2 | The ability to apply creativity, problem-solving techniques and principles to solve business related problems are demonstrated. |
| | | 3.3 | Feedback from others for the purpose of becoming aware of blind spots and for reinforcing or changing existing perceptions of strengths/ weaknesses is appropriately obtained. |
| 4. | Craft an entrepreneurial strategy | 4.1 | A profile of the past that includes accomplishments and preferences in terms of life and work styles, coupled with a look into the future and an identification of what one would like to do is developed. |
| | | 4.2 | Commitment, determination and perseverance; orientation towards goals; taking initiative and accepting personal responsibility; recognizing management competencies and identifying areas for development are determined. |
| | | 4.3 | Written guidelines to obtain feedback that is solicited, honest, straightforward, and helpful but not all positive or negative are developed to facilitate reviews. |
| | | 4.4 | Framework and process for setting goals which demand time, self-discipline, commitment, dedication and practice are developed. |
| | | 4.5 | Goals established are specific and concrete, measurable, relate to time, realistic and attainable. |
| | | 4.6 | Priorities, including identifying conflicts and trade-offs and how these may be resolved are established. |
| | | 4.7 | Potential problems, obstacles and risks in meeting goals are identified. |
| | | 4.8 | Specified action steps that are to be performed in order to accomplish goals are identified. |
| | | 4.9 | The method by which results will be measured is indicated. |

- 4.10 Milestones for reviewing progress and tying these to specific dates on a calendar are established.
- 4.11 Sources of help to obtain resources are identified.
- 4.12 Evidence of the ability to review process and periodically revise goals is demonstrated.

RANGE STATEMENT

At this stage of the entrepreneurial process the entrepreneur must be able to conduct a self-assessment profile, examine the frame work for self assessment, develop a personal entrepreneurial strategy, identify data to be collected in the self-assessment process and learn about receiving feedback and setting goals.

Concepts associated to include:

- risk
- entrepreneurship
- macro-screening
- micro-screening
- competition
- wage employment

Influencing factors to include:

- market conditions
- markets – demand/supply
- global trends
- level of economic activities
- funding
- economic stability
- social stability
- resources availability

The entrepreneur must be able to:

- understand the extreme complexity in predicting or aligning him/herself to specific careers in an environment of constant change
- determine the kind of entrepreneur he or she wants to become based on attitudes, behaviours, competencies, experience and how these fit with the requirements and demands for a specific opportunity
- evaluate thoroughly his or her attraction to entrepreneurship
- effectively develop personal plan
- utilize available information that will enhance his or her ability to achieve success

The entrepreneur may encounter setbacks if the planning process is not effectively pursued.

Pitfalls may include:

- proceeding without effective planning which may result in commitment to uncertainty
- commitment to a premature path with the desirability of flexibility can lead to disaster
- personal plans fail for the same reasons as business plans including frustration if the plan appears not to be working immediately and the challenges of changing behaviour from an activity-oriented routine to one that is goal oriented
- developing plans that fail to anticipate obstacles, and those that lack progress milestones and reviews

EVIDENCE GUIDE

Competency is to be demonstrated when the entrepreneur is able to undertake a personal entrepreneurial assessment exercise to determine if he or she possesses the necessary credentials to be a successful entrepreneur. This stage of the entrepreneurial process is critical since experience has shown that the founder is one of the deciding forces if the venture is to succeed and prosper.

(1) Critical Aspects of Evidence

The entrepreneur will be assessed by his/her action in developing an orchestrated plan in order to effectively pursue the business concept.

(2) Pre-requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- personal entrepreneurial profile systems
- effective management systems: marketing, operations/productions, finance, administration, law
- how to measure feedback
- the method of developing a personal plan and a business plan
- understanding the difference between entrepreneurial culture and management culture

Skills

The ability to:

- determine barriers to entrepreneurship
- minimize exposure to risk
- exploit any available resource pool
- tailor reward systems to meet a particular situation
- effectively plan and execute activities
- use computer technology to undertake assessments

(4) Resource Implications

The following resources should be made available:

Personal computer with access to the internet and appropriate software that will enable one to conduct the necessary analysis using the internet

(5) Method of Assessment

A useful method of assessment is to determine if the venture can stand up to the test of critical evaluation.

(6) Context of Assessment

This stage of the entrepreneurial process is assessed when comparisons are made between actual outcomes and plans/projections.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1	Level 2	Level 3
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.