

<b>LMFFM2004B</b>	<b>Apply sheet laminates by hand</b>
<b>Unit descriptor</b>	This unit covers the competency to apply laminates by hand, including the preparation, layout, application and finalisation processes.
<b>Employability skills</b>	This unit contains employability skills.
<b>Unit sector</b>	Furniture Making

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Prepare the work	<ul style="list-style-type: none"> <li>1.1. Work instructions are used to determine job requirements, including: process, materials, finish and quantity</li> <li>1.2. Application sequence is planned</li> <li>1.3. Procedures are determined for checking quality at each stage of the process</li> <li>1.4. Workplace health and safety requirements, including personal protection needs, are observed throughout the work</li> <li>1.5. Suitable work area is selected for the task</li> <li>1.6. Tools and equipment suitable for application are identified and checked for safe and effective operation</li> </ul>
2. Layout and prepare materials	<ul style="list-style-type: none"> <li>2.1. Laminates are selected and checked for flaws following work instructions</li> <li>2.2. Laminates are prepared for application and laid out</li> <li>2.3. Suitable joining processes are selected and prepared</li> </ul>
3. Apply and/or fit and finish	<ul style="list-style-type: none"> <li>3.1. Laminates are measured, marked and cut to size and applied to the base material</li> <li>3.2. Tools and equipment are used in accordance with workplace procedures, including use of personal protective equipment</li> <li>3.3. Adhesives are applied according to workplace procedures and/or manufacturers' instructions</li> <li>3.4. Final trim and finishing are completed to specifications</li> <li>3.5. Work is checked against required quality standards</li> </ul>
4. Finalise operation and maintain equipment	<ul style="list-style-type: none"> <li>4.1. Work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures</li> <li>4.2. Tools and equipment are cleaned and left in a safe mode</li> <li>4.3. Faulty and/or defective equipment is tagged and reported in accordance with workplace practices</li> <li>4.4. Off-cuts and unused materials are collected and stored for reuse or disposal following workplace procedures</li> <li>4.5. Waste and scrap materials are dealt with following</li> </ul>

	workplace procedures
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### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

#### Required skills

- collect, organise and understand information related to work orders, basic plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- use pre-checking and inspection techniques to anticipate application problems, avoid reworking and avoid wastage
- use the limited workplace technology related to the application, including tools, equipment, calculators and measuring devices

#### Required knowledge

- types, characteristics, uses and limitations of laminates
- the interpretation of plan representation of furniture design
- the preparation of drawings/set-outs
- identification of hand and/or power tools, materials, equipment, processes and procedures
- workflow in relation to furniture production

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

#### Unit context

- OH&S requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods code and local safe operating procedures
- Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
- Work requires individuals to demonstrate some discretion, judgement and problem solving skills in applying laminates by hand
- Competency may be demonstrated in workplaces involved in the manufacture of solid timber furniture, domestic furniture, commercial furniture, kitchen and bathroom cabinets and/or furniture components

#### Tools and equipment may include, but are

- measuring tapes or rulers
- mallets

<b>not limited to:</b>	<ul style="list-style-type: none"> <li>• squares</li> <li>• bevels</li> <li>• chisels</li> <li>• planes</li> <li>• hand saws</li> <li>• power saws</li> <li>• power drills/screwdrivers</li> <li>• pneumatic tools</li> <li>• clamps</li> <li>• screwdrivers</li> <li>• rollers</li> <li>• laminate trimmers and cutters and hand routers</li> </ul>
<b>Materials to be used may include but are not limited to:</b>	<ul style="list-style-type: none"> <li>• timber</li> <li>• manufactured board</li> <li>• laminates</li> <li>• timber strips</li> <li>• adhesives and cleaning materials</li> </ul>
<b>Personal protective equipment</b>	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
<b>Information and procedures</b>	<ul style="list-style-type: none"> <li>• Workplace procedures relating to use and operation of tools and equipment</li> <li>• Work instructions, including job sheets, plans, drawings and designs</li> <li>• Workplace procedures relating to reporting and communications</li> <li>• Manufacturers' instructions for the use of equipment and materials</li> </ul>

**EVIDENCE GUIDE**

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the relevant Training Package.

**Critical Aspects of Evidence**

- Interpret work order and locate relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Follow work instructions, operating procedures and inspection practices to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, tools, equipment or products
  - maintain required production output and product quality
- Apply and finish laminates to at least three different surfaces, including at least two requiring laminate edging
- Work effectively with others
- Modify activities to cater for variations in workplace

	context and environment
<b>Resource Implications</b>	Access to plans, hand and/or power tools, equipment, laminates and finishing materials, woodworking machinery, and a work area.
<b>Method of Assessment</b>	Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts. Assessment should be by direct observation of tasks and questioning on underpinning knowledge. Assessment should be conducted over time and may be in conjunction with assessment of other relevant units of competency.
<b>Context of Assessment</b>	Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.