

CPCCPB3012A Matrix Map

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ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Plan and prepare.	1.1. Work instructions and operational details are obtained using relevant information, confirmed and applied for planning and preparation purposes.	Introduction to Cornices: Q1 General planning and preparation: Q1 ACTIVITY: Comply with a SWMS for Plastering: Q1 ACTIVITY: Planning and Preparing for the Job: Q1 Workplace Task: Plan and prepare to fix cornice Workplace Task: identify work order or contract and delivery documentation and match to delivered cornice
	1.2. Safety (OHS) requirements are followed in accordance with safety plans and policies.	Manual handling: Q1 Q2 Q3 Plasterboard Safety: Q1 ACTIVITY: Comply with a SWMS for Plastering: Q1 ACTIVITY: Planning and Preparing for the Job: Q1 Workplace Task: Plan and prepare to fix cornice
	1.3. Signage and barricade requirements are identified and implemented.	Plasterboard Safety: Q4 General planning and preparation: Q4 ACTIVITY: Planning and Preparing for the Job: Q1 Workplace Task: Plan and prepare to fix cornice
	1.4. Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.	Manual handling: Q1 Q2 Q3 Trestle and Plank Set Up Sequence: Q1 Q2 Q3 Q4 Preparing to Install Cornice: Q1 Workplace Task: Plan and prepare to fix cornice

	1.5. Material quantity requirements are calculated in accordance with plans and specifications and quality requirements.	ACTIVITY: Interpret Cornice Cement TDS: Q1 Q2 Workplace Task: Plan and measure for cornice work
	1.6. Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.	Manual handling: Q1 Q2 Q3 Plasterboard Safety: Q1 ACTIVITY: Interpret Cornice Cement TDS: Q1 Q2 Mixing cornice adhesive: Q1 Q2 Q3
	1.7. Environmental requirements are identified for the project in accordance with environmental plans and regulatory obligations and applied.	Cleaning Up Plastering Compounds: Q1 Q2 Q3 General planning and preparation: Q7 ACTIVITY: Clean up for wall and ceiling lining: Q1
2. Plan and measure for cornice work.	2.1. Style of paper-faced cornice to be fitted is determined from work instructions.	Workplace Task: Plan and prepare to fix cornice Workplace Task: identify work order or contract and delivery documentation and match to delivered cornice
	2.2. Cornice length for each work area is determined and noted.	Introduction to Cornices: Q1 Perimeter - Squares, Rectangles, Triangles and Rhombus: Q1 Q2 Q3 Q4 Measuring Cornice: Q1 Q2 Q3 Workplace Task: Plan and measure for cornice work
	2.3. Requirements for safe work at heights are identified and planned for use.	Trestle and Plank Set Up Sequence: Q1 Q2 Q3 Q4 Workplace Task: Plan and measure for cornice work
3. Cut cornice lengths.	3.1. Cornice is handled following approved manual handling procedures.	Manual handling: Q1 Q2 Q3 Plasterboard Safety: Q1 Workplace Task: Plan and measure for cornice work
	3.2. Noted measurements are transferred to cornice stock, allowing for mitre requirements.	Measuring Cornice: Q1 Q2 Q3 Cutting Cornice: Q1 Workplace Task: Cut cornice lengths
	3.3. Cornice is cut using workplace-approved guides and cutting methods, minimising bending and kneeling with use of personal protective equipment where required.	Cutting Cornice: Q1 Workplace Task: Cut cornice lengths

4. Prepare cornice adhesive.	4.1. Manufacturer's instructions are consulted and applied to the preparation of the adhesive.	ACTIVITY: Interpret Cornice Cement TDS: Q1 Q2 Workplace Task: Plan and prepare to fix cornice Workplace Task: identify work order or contract and delivery documentation and match to delivered cornice
	4.2. Preparation is carried out using clean container, clean water and approved personal protective equipment (PPE).	Plasterboard Safety: Q3 Mixing cornice adhesive: Q1 Q2 Q3 Workplace Task: Prepare cornice adhesive
	4.3. Adhesive powder is added to water until powder can absorb no more water.	Mixing cornice adhesive: Q1 Q2 Q3 Workplace Task: Prepare cornice adhesive
	4.4. Consistency of mix is adjusted to suit hand or mechanical application of adhesive.	Mixing cornice adhesive: Q1 Q2 Q3 Workplace Task: Prepare cornice adhesive
5. Fix cornice.	5.1. Means for safe access for work at heights is used where required.	Trestle and Plank Set Up Sequence: Q1 Q2 Q3 Q4
	5.2. Methods of holding cornice temporarily in place at the wall or ceiling junction are planned and used following workplace-approved procedures.	Mixing cornice adhesive: Q3 Workplace Task: Fix cornice
	5.3. Appropriate amount of adhesive is applied to cornice.	Workplace Task: Fix cornice
	5.4. Cornice is fitted following workplace-approved practices for work at heights and manual handling.	Manual handling: Q1 Q2 Q3 Plasterboard Safety: Q1 Workplace Task: Fix cornice
6. Finish work.	6.1. Excess cornice adhesive on cornice faces is removed.	Finish procedures: Q1 Workplace Task: Finish work and clean-up
	6.2. Joins and junctions are filled and smoothed.	Finish procedures: Q1 Workplace Task: Finish work and clean-up
	6.3. If required, temporary fixings and supports are removed and holes are filled.	Finish procedures: Q1 Q2 Workplace Task: Finish work and clean-up

<p>7. Clean up.</p>	<p>7.1. Work area is cleared and lengths of cornice and adhesives are disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.</p>	<p>Finish procedures: Q1 Cleaning Plastering Tools: Q1 Q2 Q3 ACTIVITY: Clean up for wall and ceiling lining: Q1 Workplace Task: Finish work and clean-up</p>
	<p>7.2. Hazardous material is identified for separate handling.</p>	<p>Plasterboard Safety: Q1 Finish procedures: Q1 ACTIVITY: Clean up for wall and ceiling lining: Q1 Workplace Task: Finish work and clean-up</p>
	<p>7.3. Non-toxic materials are removed using correct procedures.</p>	<p>Finish procedures: Q1 Cleaning Up Plastering Compounds: Q1 Q2 Q3 Cleaning Plastering Tools: Q2 ACTIVITY: Clean up for wall and ceiling lining: Q1 Workplace Task: Finish work and clean-up</p>
	<p>7.4. Dust suppression procedures are used to minimise health risk to work personnel and others.</p>	<p>Finish procedures: Q1 ACTIVITY: Clean up for wall and ceiling lining: Q1 Workplace Task: Finish work and clean-up</p>
	<p>7.5. Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.</p>	<p>Cleaning Plastering Tools: Q3 ACTIVITY: Reporting a Fault: Q1 ACTIVITY: Clean up for wall and ceiling lining: Q1 Workplace Task: Finish work and clean-up</p>

REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are:	
communication skills to:	
<i>follow instructions</i>	<p><i>ACTIVITY: Comply with a SWMS for Plastering: Q1</i></p> <p><i>ACTIVITY: Planning and Preparing for the Job: Q1</i></p> <p><i>Workplace Task: Plan and prepare to fix cornice</i></p>
read and interpret:	
<i>documentation from a variety of sources</i>	<p><i>ACTIVITY: Interpret Cornice Cement TDS: Q1 Q2</i></p> <p><i>Australian Standards for Plasterboard: Q1 Q2 Q3</i></p> <p><i>ACTIVITY: Comply with a SWMS for Plastering: Q1</i></p> <p><i>ACTIVITY: Check Delivery Docket: Q1 Q2</i></p> <p><i>Workplace Task: Plan and prepare to fix cornice</i></p> <p><i>Workplace Task: identify work order or contract and delivery documentation and match to delivered cornice</i></p>
<i>drawings and specifications</i>	<p><i>Perimeter - Squares, Rectangles, Triangles and Rhombus: Q1 Q2 Q3 Q4</i></p> <p><i>Workplace Task: Plan and prepare to fix cornice</i></p> <p><i>Workplace Task: identify work order or contract and delivery documentation and match to delivered cornice</i></p>
<i>recognise procedures</i>	<p><i>ACTIVITY: Interpret Cornice Cement TDS: Q1 Q2</i></p> <p><i>Finish procedures: Q2</i></p> <p><i>ACTIVITY: Comply with a SWMS for Plastering: Q1</i></p>
<i>report faults</i>	<i>ACTIVITY: Reporting a Fault: Q1</i>
<i>enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand</i>	<p><i>Required Communication Skills: Q1</i></p> <p><i>ACTIVITY: Planning and Preparing for the Job: Q1</i></p>
<i>use language and concepts appropriate to cultural differences</i>	<i>Required Communication Skills: Q2</i>
<i>use and interpret non-verbal communication, such as hand signals</i>	<i>Required Communication Skills: Q2</i>

written skills to record results of checks and tests and relevant work completion procedures	ACTIVITY: Reporting a Fault: Q1 ACTIVITY: Own workplace audit - waste: Q1
evaluate own actions and make judgments about performance and necessary improvements	Reflecting on What You Learned: Q1 ACTIVITY: Own workplace audit - waste: Q2
identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials	ACTIVITY: Reporting a Fault: Q1 Workplace Task: Finish work and clean-up
organisational skills, including the ability to plan and set out work	Trestle and Plank Set Up Sequence: Q1 Q2 Q3 Q4 ACTIVITY: Interpret Cornice Cement TDS: Q1 Workplace Task: Plan and measure for cornice work
respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems	ACTIVITY: Own workplace audit - waste: Q1 Q2
teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities	Required Communication Skills: Q2
technological skills to:	
use a range of mobile technology, such as two-way radio and mobile phones	Required Communication Skills: Q3
voice and hand signals to access and understand site-specific instructions.	Required Communication Skills: Q2

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>adjusting work activity to maintain quality standards</i>	<i>Reflecting on What You Learned: Q1</i>
<i>application of product and process knowledge to predict consequences and identify improvements</i>	<i>Reflecting on What You Learned: Q1</i>
<i>identifying and applying appropriate safety precautions to safely use equipment, and shift and handle products and materials</i>	<i>Plasterboard Safety: Q1 Q2 Q3</i> <i>ACTIVITY: Comply with a SWMS for Plastering: Q1</i>
<i>identifying and reading manufacturers' product installation procedures and nominated specifications for mixing adhesives, and fixing and cutting cornices</i>	<i>ACTIVITY: Interpret Cornice Cement TDS: Q1 Q2</i>
<i>identifying by name and general application paper-faced and handmade cornices</i>	<i>Introduction to Cornices: Q1</i>
<i>identifying faults in materials</i>	<i>Workplace Task: Plan and prepare to fix cornice</i>
<i>identifying from workplace information and labels the type and purpose of materials and potential for health and safety risks for cornices and adhesives</i>	<i>Mixing cornice adhesive: Q1 Q2 Q3</i> <i>ACTIVITY: Interpreting SDS for Plasterboard: Q1 Q2</i>
<i>requirements to plan own work using a systematic approach to allow for efficient and safe handling of cornices and safe access to work at heights.</i>	<i>Manual handling: Q1 Q2 Q3</i> <i>Plasterboard Safety: Q1 Q4</i> <i>Trestle and Plank Set Up Sequence: Q1 Q2 Q3 Q4</i> <i>Workplace Task: Plan and prepare to fix cornice</i>

CRITICAL ASPECTS

Critical Aspects	Task / Question Map
<p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p>	
<p><i>identify work order or contract and delivery documentation and match to delivered cornice</i></p>	<p><i>Cornice Practical Checklist: Q1</i> <i>ACTIVITY: Check Delivery Docket: Q1 Q2</i> <i>Workplace Task: Plan and prepare to fix cornice</i> <i>Workplace Task: identify work order or contract and delivery documentation and match to delivered cornice</i></p>
<p><i>select and use appropriate cornice materials and work methods</i></p>	<p><i>Cornice Practical Checklist: Q1</i> <i>Workplace Task: Plan and prepare to fix cornice</i></p>
<p><i>plan and execute work within agreed timeframe and to a high standard under general supervision</i></p>	<p><i>Finish procedures: Q1</i> <i>Cornice Practical Checklist: Q1</i> <i>Workplace Task: Finish work and clean-up</i></p>
<p><i>identify problems in fitting cornices and suggest appropriate alternative rectifications</i></p>	<p><i>Cornice Practical Checklist: Q1</i></p>
<p>follow work instructions, operating procedures and inspection practices to:</p>	
<p><i>prevent damage to goods, equipment or products</i></p>	<p><i>Cornice Practical Checklist: Q2</i> <i>Workplace Task: Plan and prepare to fix cornice</i></p>
<p><i>explain the reasons for use of cornice reinforcing systems</i></p>	<p><i>Cornice Practical Checklist: Q2</i></p>
<p><i>meet required work output and product quality</i></p>	<p><i>Cornice Practical Checklist: Q2</i></p>
<p><i>select and use appropriate personal protective equipment</i></p>	<p><i>Plasterboard Safety: Q2</i> <i>Cornice Practical Checklist: Q2</i> <i>Workplace Task: Plan and prepare to fix cornice</i></p>

<p><i>minimise the risk of injury to self or others</i></p>	<p><i>Manual handling: Q1 Q2 Q3</i> <i>Plasterboard Safety: Q1 Q4</i> <i>Trestle and Plank Set Up Sequence: Q1 Q2 Q3 Q4</i> <i>Cornice Practical Checklist: Q2</i> <i>ACTIVITY: Comply with a SWMS for Plastering: Q1</i> <i>Workplace Task: Plan and prepare to fix cornice</i></p>
<p><i>work effectively with other workers on and off site</i></p>	<p><i>Cornice Practical Checklist: Q2</i> <i>Required Communication Skills: Q1 Q2 Q3</i></p>
<p><i>modify work activities to cater for variations in work site procedures, personnel, contexts and environment</i></p>	<p><i>Cornice Practical Checklist: Q2</i> <i>General planning and preparation: Q7</i></p>
<p><i>maintain workplace records in relation to materials, plant and equipment use</i></p>	<p><i>Cornice Practical Checklist: Q2</i> <i>ACTIVITY: Own workplace audit - waste: Q1</i> <i>Workplace Task: Finish work and clean-up</i></p>
<p><i>follow safe handling requirements of equipment, products and materials.</i></p>	<p><i>Manual handling: Q1 Q2 Q3</i> <i>Plasterboard Safety: Q1</i> <i>Cornice Practical Checklist: Q2</i> <i>ACTIVITY: Reporting a Fault: Q1</i> <i>ACTIVITY: Comply with a SWMS for Plastering: Q1</i> <i>Workplace Task: Plan and prepare to fix cornice</i></p>

RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>Information includes:</i>	<i>diagrams or sketches</i>	<i>Perimeter - Squares, Rectangles, Triangles and Rhombus: Q1 Q2 Q3 Q4 General planning and preparation: Q1 ACTIVITY: Planning and Preparing for the Job: Q1</i>
	<i>instructions issued by authorised organisational or external personnel</i>	<i>General planning and preparation: Q1 ACTIVITY: Comply with a SWMS for Plastering: Q1 ACTIVITY: Planning and Preparing for the Job: Q1</i>
	<i>manufacturer specifications and instructions, where specified</i>	<i>ACTIVITY: Interpret Cornice Cement TDS: Q1 Q2 General planning and preparation: Q1</i>
	<i>material safety data sheets (MSDS)</i>	<i>General planning and preparation: Q1</i>
	<i>memos</i>	<i>General planning and preparation: Q1 ACTIVITY: Planning and Preparing for the Job: Q1</i>
	<i>regulatory and legislative requirements pertaining to fitting cornices</i>	<i>Australian Standards for Plasterboard: Q1 Q2 Q3</i>
	<i>relevant Australian standards</i>	<i>General planning and preparation: Q1 Australian Standards for Plasterboard: Q1 Q2 Q3</i>
	<i>safe work procedures relating to fitting cornices</i>	<i>Manual handling: Q1 Q2 Q3 Plasterboard Safety: Q1 Q2 Q3 Q4 Trestle and Plank Set Up Sequence: Q1 Q2 Q3 Q4 ACTIVITY: Comply with a SWMS for Plastering: Q1 ACTIVITY: Planning and Preparing for the Job: Q1</i>
	<i>signage</i>	<i>Plasterboard Safety: Q4 General planning and preparation: Q1 ACTIVITY: Planning and Preparing for the Job: Q1</i>
	<i>verbal, written and graphical instructions</i>	<i>General planning and preparation: Q1 ACTIVITY: Planning and Preparing for the Job: Q1</i>
	<i>work bulletins</i>	<i>General planning and preparation: Q1 ACTIVITY: Planning and Preparing for the Job: Q1</i>

	<i>work schedules, plans and specifications.</i>	<i>General planning and preparation: Q1 ACTIVITY: Planning and Preparing for the Job: Q1</i>
<i>Planning and preparation include:</i>	<i>assessment of conditions and hazards</i>	<i>Manual handling: Q1 Q2 Q3 Plasterboard Safety: Q3 ACTIVITY: Comply with a SWMS for Plastering: Q1 ACTIVITY: Planning and Preparing for the Job: Q1 Workplace Task: Plan and prepare to fix cornice</i>
	<i>determination of work requirements and safety plans and policies</i>	<i>Perimeter - Squares, Rectangles, Triangles and Rhombus: Q1 Q2 Q3 Q4 Preparing to Install Cornice: Q1 ACTIVITY: Interpret Cornice Cement TDS: Q1 ACTIVITY: Comply with a SWMS for Plastering: Q1 ACTIVITY: Planning and Preparing for the Job: Q1 Workplace Task: Plan and prepare to fix cornice</i>
	<i>equipment defect identification</i>	<i>ACTIVITY: Reporting a Fault: Q1 Workplace Task: Plan and prepare to fix cornice</i>
	<i>work site inspection.</i>	<i>ACTIVITY: Planning and Preparing for the Job: Q1 Workplace Task: Plan and prepare to fix cornice</i>
<i>Safety (OHS) is to be in accordance with state and territory legislation and regulations and project safety plan and may include:</i>	<i>emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation</i>	
	<i>hazard control</i>	<i>Manual handling: Q1 Q2 Q3 Plasterboard Safety: Q1</i>
	<i>hazardous materials and substances</i>	
	<i>organisational first aid</i>	
	<i>PPE prescribed under legislation, regulations and workplace policies and practices</i>	<i>Plasterboard Safety: Q2</i>
<i>safe operating procedures, including the conduct of operational risk assessment and treatments associated with:</i>		
	<i>concealed services (water, power and gas)</i>	
	<i>lighting</i>	

CPCCPB3012A Cut and fix paper-faced cornices

	<i>traffic control</i>	
	<i>restricted access barriers</i>	
	<i>trip hazards</i>	
	<i>work site visitors and the public</i>	
	<i>working at heights</i>	<i>Trestle and Plank Set Up Sequence: Q1 Q2 Q3 Q4</i>
	<i>working in confined spaces</i>	
	<i>working in proximity to others</i>	
	<i>use of firefighting equipment</i>	
	<i>use of tools and equipment</i>	<i>ACTIVITY: Reporting a Fault: Q1</i>
	<i>workplace environmental requirements and safety.</i>	<i>Plasterboard Safety: Q1 Q2 Q3 Cleaning Plastering Tools: Q1 Q2 Q3 General planning and preparation: Q7 ACTIVITY: Clean up for wall and ceiling lining: Q1</i>
<i>Tools and equipment include:</i>	<i>broad knives</i>	<i>Preparing to Install Cornice: Q1 Workplace Task: Prepare cornice adhesive</i>
	<i>brooms</i>	
	<i>electric screw guns</i>	
	<i>hand and power drills</i>	<i>ACTIVITY: Reporting a Fault: Q1</i>
	<i>hand saws</i>	<i>Preparing to Install Cornice: Q1 Workplace Task: Cut cornice lengths</i>
	<i>keyhole saws</i>	
	<i>measuring tapes and rules</i>	<i>Preparing to Install Cornice: Q1 Measuring Cornice: Q1 Q2 Q3</i>
	<i>paintbrushes</i>	
	<i>plasterboard hammers</i>	<i>Preparing to Install Cornice: Q1 Workplace Task: Fix cornice</i>
	<i>plasterer's trowels</i>	<i>Workplace Task: Prepare cornice adhesive</i>
	<i>scaffold planks</i>	<i>Trestle and Plank Set Up Sequence: Q1 Q2 Q3 Q4 Workplace Task: Plan and prepare to fix cornice</i>
	<i>T squares</i>	
	<i>taping knives</i>	<i>Preparing to Install Cornice: Q1</i>

	<i>trestles.</i>	<i>Trestle and Plank Set Up Sequence: Q1 Q2 Q3 Q4 Workplace Task: Plan and prepare to fix cornice</i>
<i>Quality requirements include relevant regulations, including:</i>	<i>Australian standards</i>	<i>Australian Standards for Plasterboard: Q1 Q2 Q3</i>
	<i>internal company quality policy and standards</i>	<i>General planning and preparation: Q2 ACTIVITY: Comply with a SWMS for Plastering: Q1</i>
	<i>manufacturer specifications</i>	<i>ACTIVITY: Interpret Cornice Cement TDS: Q1 Q2</i>
	<i>workplace operations and procedures.</i>	<i>General planning and preparation: Q2 ACTIVITY: Comply with a SWMS for Plastering: Q1 Workplace Task: Plan and prepare to fix cornice</i>
<i>Materials include:</i>	<i>beads</i>	
	<i>cement render</i>	
	<i>fibre cement sheets</i>	
	<i>finishing materials</i>	
	<i>plaster compounds</i>	<i>ACTIVITY: Interpret Cornice Cement TDS: Q1 Q2 Mixing cornice adhesive: Q1 Q2 Q3 Workplace Task: Prepare cornice adhesive</i>
	<i>plasterboard</i>	
	<i>plasterglass sheets</i>	
	<i>water resistant plasterboard.</i>	
<i>Environmental requirements include:</i>	<i>clean-up management</i>	<i>Cleaning Up Plastering Compounds: Q1 Q2 Q3 Cleaning Plastering Tools: Q1 Q2 Q3 General planning and preparation: Q7 ACTIVITY: Own workplace audit - waste: Q1 Q2 ACTIVITY: Clean up for wall and ceiling lining: Q1 Workplace Task: Finish work and clean-up</i>
	<i>dust and noise</i>	<i>General planning and preparation: Q7 ACTIVITY: Clean up for wall and ceiling lining: Q1 Workplace Task: Finish work and clean-up</i>

	<i>vibration</i>	<p><i>General planning and preparation: Q7</i> <i>ACTIVITY: Clean up for wall and ceiling lining: Q1</i> <i>Workplace Task: Finish work and clean-up</i></p>
	<i>waste management.</i>	<p><i>Cleaning Up Plastering Compounds: Q1 Q2 Q3</i> <i>Cleaning Plastering Tools: Q2</i> <i>General planning and preparation: Q7</i> <i>ACTIVITY: Own workplace audit - waste: Q1 Q2</i> <i>ACTIVITY: Clean up for wall and ceiling lining: Q1</i> <i>Workplace Task: Finish work and clean-up</i></p>