

CPCCPB3001A 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.	Australian Standards for Plasterboard: Q1 Q2 Q3
	1.2. Safety (OHS) requirements are followed in accordance with safety plans and policies.	Plasterboard Safety: Q1 Q2 Q3
	1.3. Signage and barricade requirements are identified and implemented.	
	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.	Tools and Equipment for Plasterboard: Q1 Q2 Q3 Q4 Q5 Identifying materials and tools for fixing walls: Q1 Pre-lining Frame Inspection: Q2 Planning and Cutting Wallboard: Q4 Q5 Workplace Task: identify common faults and problems that require reporting
	1.5. Material quantity requirements are calculated in accordance with plans and specifications and quality requirements.	Measure Plasterboard Quantities: Q1 Q2 Q3 Workplace Task: interpret delivery documentation and work orders
	1.6. Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.	Plasterboard Materials: Q1 Q2 Q3 Identifying materials and tools for fixing walls: Q2 Workplace Task: match manufacturers' components and materials
	1.7. Environmental requirements are identified for the project in accordance with environmental plans and regulatory obligations and applied.	Cleaning up plasterboard: Q1 Q2 Q3 Q4 Q5

2. Identify work requirements.	2.1. Framing and substrate are checked to confirm suitability for the fixing work and problems are reported.	Pre-lining Frame Inspection: Q1 Q2 Q3
	2.2. Instructions to assemble required materials are identified and followed.	Workplace Task: interpret delivery documentation and work orders
	2.3. Work sequences, fixing processes and back blocking wall sheets are identified from manufacturer recommendations.	Workplace Task: butt joints between studs and backblocking the join
	2.4. Wall dimensions are matched to sheet size.	Planning and Cutting Wallboard: Q2 Q3
	2.5. Cuts are planned to locate joints where the effect of glancing light highlighting the jointing is minimised.	Planning and Cutting Wallboard: Q1 Q2 Q3 Q4 Q5 Workplace Task: position joints over windows and doors away from the corner of the opening
3. Plan and cut wallboard.	3.1. Sheets are cut to minimise waste and joints in problem areas while maximising board use.	Planning and Cutting Wallboard: Q1 Q2 Q3 Q4 Q5
	3.2. Cutting process and provision for penetrations follow manufacturer and employer-approved procedures, minimising dust exposure to others and using appropriate personal protective equipment.	Plasterboard Safety: Q2 Workplace Task: drilling or sawing openings for power points and light switches
	3.3. Cut sheets are relocated to fixing site and stored to minimise damage and facilitate planned fixing activities.	Storage of Plasterboard: Q1 Q2 Q3 Q4 Q5
4. Fix standard wallboard sheets.	4.1. Sheets are hung using manufacturer's recommended methods and fasteners and employer-approved manual handling techniques.	Fixing Wall-board sheets: Q1 Q2 Q3 Q4 Q5 Workplace Task: lifting wall sheets off the floor and clear of windows and door openings
	4.2. Work sequences and fixing processes are undertaken.	Fixing Wall-board sheets: Q1 Q2 Q3 Q4 Q5 Workplace Task: identify suitable adhesives and fasteners for fixing plasterboard

<p>5. Check and complete work.</p>	<p>5.1. Completed work is checked to ensure stop-up activities will be easily completed, appropriate fastening systems have been used and work will retain structural integrity.</p>	<p>Checking Your work for Defects: Q1 Q2 Workplace Task: identify common faults and problems that require reporting</p>
<p>6. Clean up.</p>	<p>6.1. Work area is cleared and waste board, adhesives, waste fasteners and other materials are disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.</p>	<p>Cleaning up plasterboard: Q1 Q2 Q3 Q4 Q5</p>
	<p>6.2. Hazardous material is identified for separate handling.</p>	
	<p>6.3. Non-toxic materials are removed using correct procedures.</p>	<p>Cleaning up plasterboard: Q1 Q2</p>
	<p>6.4. Dust suppression procedures are used to minimise health risk to work personnel and others.</p>	<p>Cleaning up plasterboard: Q3</p>
	<p>6.5. Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.</p>	<p>Storage of Plasterboard: Q4 Cleaning up plasterboard: Q4 Q5</p>

REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are:	
communication skills to:	
<i>follow instructions</i>	<i>Pre-lining Frame Inspection: Q1 Q2 Q3</i> <i>Workplace Task: interpret delivery documentation and work orders</i>
read and interpret:	
<i>documentation from a variety of sources</i>	<i>Workplace Task: interpret delivery documentation and work orders</i>
<i>drawings and specifications</i>	<i>Workplace Task: interpret delivery documentation and work orders</i>
<i>recognise procedures</i>	<i>Pre-lining Frame Inspection: Q1 Q2 Q3</i> <i>Workplace Task: interpret delivery documentation and work orders</i>
<i>report faults</i>	<i>Workplace Task: identify common faults and problems that require reporting</i>
<i>enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand</i>	<i>Australian Standards for Plasterboard: Q1 Q2 Q3</i>
<i>use language and concepts appropriate to cultural differences</i>	
<i>use and interpret non-verbal communication, such as hand signals</i>	
<i>written skills to record results of checks and tests and relevant work completion procedures</i>	<i>Checking Your work for Defects: Q1 Q2</i>
<i>evaluate own actions and make judgments about performance and necessary improvements</i>	<i>Pre-lining Frame Inspection: Q1 Q2 Q3</i>
<i>identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials</i>	<i>Workplace Task: identify common faults and problems that require reporting</i>

<p><i>organisational skills, including the ability to plan and set out work</i></p>	<p><i>Pre-lining Frame Inspection: Q1 Q2 Q3</i> <i>Workplace Task: position joins over windows and doors away from the corner of the opening</i></p>
<p><i>respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems</i></p>	<p><i>Cleaning up plasterboard: Q1 Q2 Q3 Q4 Q5</i></p>
<p><i>safely use equipment, and shift and handle products and materials</i></p>	<p><i>Pre-lining Frame Inspection: Q2</i></p>
<p><i>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</i></p>	
<p><i>technological skills to:</i></p>	
<p><i>use a range of mobile technology, such as two-way radio and mobile phones</i></p>	
<p><i>voice and hand signals to access and understand site-specific instructions.</i></p>	

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>general construction terminology</i>	
<i>hazardous materials</i>	
<i>job safety analysis (JSA) and safe work method statements</i>	<i>Plasterboard Safety: Q1 Q2 Q3</i>
<i>material safety data sheets (MSDS)</i>	<i>Interpreting SDS for Plasterboard: Q1</i>
<i>materials storage and environmentally friendly waste management</i>	<i>Storage of Plasterboard: Q1 Q2 Q3 Q4 Q5</i> <i>Cleaning up plasterboard: Q1 Q2 Q3 Q4 Q5</i>
<i>plans, drawings and specifications</i>	<i>Workplace Task: interpret delivery documentation and work orders</i>
<i>plasterboard adhesives and fixings</i>	<i>Fixing Wall-board sheets: Q2 Q3</i> <i>Workplace Task: identify suitable adhesives and fasteners for fixing plasterboard</i>
<i>plasterboard fixing techniques</i>	<i>Fixing Wall-board sheets: Q1 Q2 Q3 Q4 Q5</i> <i>Workplace Task: using temporary surface fixing of wallboard</i>
<i>plasterboard materials</i>	<i>Plasterboard Materials: Q1 Q2 Q3</i> <i>Identifying materials and tools for fixing walls: Q2</i> <i>Workplace Task: match manufacturers' components and materials</i>
<i>processes for the calculation of material requirements</i>	<i>Measure Plasterboard Quantities: Q1 Q2 Q3</i> <i>Pre-lining Frame Inspection: Q1</i>
<i>quality requirements</i>	<i>Workplace Task: identify common faults and problems that require reporting</i>
<i>tools and equipment types, characteristics, uses and limitations</i>	<i>Tools and Equipment for Plasterboard: Q1 Q2 Q3 Q4 Q5</i> <i>Identifying materials and tools for fixing walls: Q1</i> <i>Pre-lining Frame Inspection: Q2</i> <i>Planning and Cutting Wallboard: Q4 Q5</i>
<i>workplace and equipment safety requirements.</i>	<i>Plasterboard Safety: Q1 Q2 Q3</i>

CRITICAL ASPECTS

Critical Aspects	Task / Question Map
A person who demonstrates competency in this unit must be able to provide evidence of the ability to:	
<i>locate, interpret and apply relevant information, standards and specifications</i>	<i>Australian Standards for Plasterboard: Q1 Q2 Q3 Workplace Task: interpret delivery documentation and work orders</i>
<i>comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations</i>	<i>Plasterboard Safety: Q1 Q2 Q3</i>
<i>comply with organisational policies and procedures including quality requirements</i>	
<i>safely and effectively operate and use tools, plant and equipment</i>	<i>Tools and Equipment for Plasterboard: Q1 Q2 Q3 Q4 Q5 Identifying materials and tools for fixing walls: Q1 Pre-lining Frame Inspection: Q2 Planning and Cutting Wallboard: Q4 Q5</i>
<i>communicate and work effectively and safely with others to identify faults in substrate/frame, plasterboard sheets, fasteners, adhesives and personal tools and equipment</i>	
explain the reasons for:	
<i>lifting wall sheets off the floor and clear of windows and door openings</i>	<i>Workplace Task: lifting wall sheets off the floor and clear of windows and door openings</i>
<i>butt joints between studs and backblocking the join</i>	<i>Tools and Equipment for Plasterboard: Q2 Workplace Task: butt joints between studs and backblocking the join</i>
<i>position joins over windows and doors away from the corner of the opening</i>	<i>Workplace Task: position joins over windows and doors away from the corner of the opening</i>
<i>drilling or sawing openings for power points and light switches</i>	<i>Workplace Task: drilling or sawing openings for power points and light switches</i>
<i>marking wires without brackets as directed by the builder</i>	<i>Workplace Task: marking wires without brackets as directed by the builder</i>
<i>using temporary surface fixing of wallboard</i>	<i>Workplace Task: using temporary surface fixing of wallboard</i>
<i>using paper tape</i>	<i>Workplace Task: using paper tape</i>
<i>execute work within agreed timeframes and standards</i>	<i>Australian Standards for Plasterboard: Q1 Q2 Q3</i>

<i>interpret delivery documentation and work orders</i>	<i>Workplace Task: interpret delivery documentation and work orders</i>
<i>locate relevant materials</i>	<i>Identifying materials and tools for fixing walls: Q2</i> <i>Workplace Task: match manufacturers' components and materials</i>
<i>apply knowledge of industry products and specifications to:</i>	
<i>match manufacturers' components and materials</i>	<i>Workplace Task: match manufacturers' components and materials</i>
<i>identify warranty compliance issues</i>	<i>Workplace Task: identify common faults and problems that require reporting</i>
<i>identify suitable adhesives and fasteners for fixing plasterboard</i>	<i>Fixing Wall-board sheets: Q2 Q3 Q4</i> <i>Workplace Task: identify suitable adhesives and fasteners for fixing plasterboard</i>
<i>identify common faults and problems that require reporting</i>	<i>Workplace Task: identify common faults and problems that require reporting</i>
<i>follow work instructions, operating procedures and inspection practices to:</i>	
<i>prevent damage to goods, equipment or products</i>	
<i>select and use appropriate personal protective equipment</i>	<i>Plasterboard Safety: Q2</i>
<i>work effectively alone or with others and minimise the risk of injury</i>	<i>Plasterboard Safety: Q1</i>
<i>modify work activities to cater for variations in work site procedures, personnel, contexts and environment</i>	
<i>maintain workplace records in relation to materials use</i>	
<i>use safe handling requirements, based on information provided for equipment, products and materials.</i>	

RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>Information includes:</i>	<i>diagrams or sketches</i>	
	<i>instructions issued by authorised organisational or external personnel</i>	
	<i>manufacturer specifications and instructions, where specified</i>	
	<i>MSDS</i>	<i>Interpreting SDS for Plasterboard: Q1</i>
	<i>memos</i>	
	<i>regulatory and legislative requirements pertaining to fixing plasterboard</i>	
	<i>relevant Australian standards</i>	<i>Australian Standards for Plasterboard: Q1 Q2 Q3</i>
	<i>safe work procedures relating to fixing plasterboard</i>	<i>Fixing Wall-board sheets: Q1 Q2 Q3 Q4 Q5</i>
	<i>signage</i>	
	<i>verbal, written and graphical instructions</i>	<i>Workplace Task: interpret delivery documentation and work orders</i>
	<i>work bulletins</i>	
	<i>work schedules, plans and specifications.</i>	
<i>Planning and preparation include:</i>	<i>work site inspection</i>	
	<i>equipment defect identification</i>	
	<i>assessment of conditions and hazards</i>	<i>Storage of Plasterboard: Q2 Q3</i>
	<i>determination of work requirements and safety plans and policies.</i>	<i>Plasterboard Safety: Q1 Q2 Q3</i> <i>Workplace Task: match manufacturers' components and materials</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>Interpreting SDS for Plasterboard: Q2</i>
	<i>hazard control</i>	<i>Storage of Plasterboard: Q2 Q3</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>	
	<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>working in confined spaces</i>	
	<i>working in proximity to others</i>	
	<i>use of firefighting equipment</i>	<i>Interpreting SDS for Plasterboard: Q2</i>
	<i>use of tools and equipment</i>	<i>Tools and Equipment for Plasterboard: Q1 Q2 Q3 Q4 Q5</i> <i>Identifying materials and tools for fixing walls: Q1</i> <i>Pre-lining Frame Inspection: Q2</i> <i>Planning and Cutting Wallboard: Q4 Q5</i> <i>Cleaning up plasterboard: Q4 Q5</i>
	<i>workplace environmental requirements and safety.</i>	<i>Plasterboard Safety: Q1 Q2 Q3</i> <i>Cleaning up plasterboard: Q1 Q2 Q3 Q4 Q5</i>
<i>Tools and equipment include:</i>	<i>broad knives</i>	<i>Tools and Equipment for Plasterboard: Q1</i>
	<i>brooms</i>	
	<i>electric screw guns</i>	
	<i>hand and power drills</i>	<i>Workplace Task: position joins over windows and doors away from the corner of the opening</i>
	<i>hand saws</i>	<i>Planning and Cutting Wallboard: Q4 Q5</i> <i>Workplace Task: drilling or sawing openings for power points and light switches</i>
	<i>keyhole saws</i>	<i>Planning and Cutting Wallboard: Q4 Q5</i> <i>Workplace Task: drilling or sawing openings for power points and light switches</i>
	<i>measuring tapes and rules</i>	

	<i>paintbrushes</i>	
	<i>plasterboard hammers</i>	
	<i>plasterer's trowels</i>	<i>Tools and Equipment for Plasterboard: Q5</i>
	<i>scaffold planks</i>	
	<i>T squares</i>	
	<i>taping knives</i>	<i>Planning and Cutting Wallboard: Q5</i> <i>Workplace Task: using paper tape</i>
	<i>trestles.</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>manufacturer specifications</i>	<i>Workplace Task: match manufacturers' components and materials</i>
	<i>workplace operations and procedures.</i>	<i>Workplace Task: interpret delivery documentation and work orders</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>plasterboard</i>	<i>Plasterboard Materials: Q1 Q2 Q3</i> <i>Workplace Task: lifting wall sheets off the floor and clear of windows and door openings</i>
	<i>plasterglass sheets</i>	
	<i>water resistant plasterboard.</i>	
<i>Environmental requirements include:</i>	<i>clean-up management</i>	<i>Cleaning up plasterboard: Q1 Q2 Q3 Q4 Q5</i>
	<i>dust and noise</i>	<i>Interpreting SDS for Plasterboard: Q1</i> <i>Cleaning up plasterboard: Q3</i>
	<i>vibration</i>	
	<i>waste management.</i>	<i>Cleaning up plasterboard: Q3</i>
<i>Work sequences and fixing processes include:</i>	<i>facilitate finishing techniques appropriate to system</i>	<i>Fixing Wall-board sheets: Q1 Q2 Q3 Q4 Q5</i>
	<i>maximise board use</i>	<i>Fixing Wall-board sheets: Q1 Q2 Q3 Q4 Q5</i>

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	<i>minimise finishing problems</i>	<i>Fixing Wall-board sheets: Q1 Q2 Q3 Q4 Q5</i>
	<i>minimise joints</i>	<i>Fixing Wall-board sheets: Q1 Q2 Q3 Q4 Q5</i> <i>Workplace Task: position joints over windows and doors away from the corner of the opening</i>
	<i>minimise waste.</i>	<i>Fixing Wall-board sheets: Q1 Q2 Q3 Q4 Q5</i>