

PERFORM WORKSHOP PRACTICE

UNIT CODE: ENG/OS/IPO/CC/01/5/A

UNIT DESCRIPTION

This unit covers the competencies for preparing materials, tools and equipment, and performing basic metal works based on the required performance standards.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Prepare materials, tools and equipment	1.1 Working drawings are interpreted to determine job requirements 1.2 <i>Tools, equipment</i> and materials are identified and prepared according to job requirements 1.3 Materials are checked according to the required specifications 1.4 Tools and equipment conditions are checked following the standard operating procedures (SOPs)
2. Perform required basic metal works	2.1 Appropriate <i>PPE</i> and safety procedures are applied 2.2 <i>Work instructions</i> are followed to ensure work safety requirements 2.3 <i>Basic metal works</i> are performed applying knowledge on safety procedures and according to job requirements 2.4 <i>Dimensions</i> are marked out according to job requirements 2.5 Dimensions are checked against the actual drawings 2.6 Work pieces are clamped in <i>work holding device</i> to avoid damage and accidents 2.7 Work pieces are cut, chipped or filed according to required measurements, tolerance specified in the working drawings and free from burrs and sharp edges 2.8 Drilling is performed according to recommended sequence and specifications 2.9 Joining is performed as per job requirements 2.10 Proper usage of materials is observed 2.11 Tools, equipment and recyclable materials are stored in accordance to work place procedures.

	2.12 Worksite is cleaned and cleared in accordance with OSH regulations
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RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

<ul style="list-style-type: none"> • <i>Materials</i> may include but not limited to: 	<ul style="list-style-type: none"> • Steel brackets • Grinding disc • Drill bit • Flat/angle bars • Fastening screws • Sheet metal • Mild steel tubes • Rivets
<ul style="list-style-type: none"> • <i>Tools and equipment</i> may include but not limited to: 	<ul style="list-style-type: none"> • May include but not limited to: • Portable grinder • Hacksaw • File • Scribers • Screw drivers • Ballpein hammers • Measuring tapes • Steel rule • PPE • Portable electric drill • Brush wire • Tri-square • Chisels • Snips • Mallets
<ul style="list-style-type: none"> • <i>Dimensions</i> may include but not limited to: 	<ul style="list-style-type: none"> • Measurements • Tolerances
<ul style="list-style-type: none"> • <i>Work instructions</i> may include but not limited to: 	<ul style="list-style-type: none"> • Work plans • Drawings • Manufacturer's

	specifications
<ul style="list-style-type: none"> • <i>Personal Protective Equipment (PPE)</i> may include but not limited to: 	<ul style="list-style-type: none"> • Safety shoes • Gloves • Goggles
<ul style="list-style-type: none"> • <i>Basic metal works</i> may include but not limited to: 	<ul style="list-style-type: none"> • Cutting • Filing • Drilling • Measuring
<ul style="list-style-type: none"> • <i>Work holding device</i> may include but not limited to: 	<ul style="list-style-type: none"> • Pliers • Vice grip
<ul style="list-style-type: none"> • <i>Manual</i> may include but not limited to: 	<ul style="list-style-type: none"> • Procedures manual • Instructional manual

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

The individual needs to demonstrate the following skills:

- Cutting
- Filing
- Drilling
- Folding
- Joining
- Communicating effectively
- Work safety
- Preparing materials
- Proper handling of tools and equipment
- Decision making

Required Knowledge

The individual needs to demonstrate knowledge of:

- Measurements
- Dimensioning
- Unit conversion
- Basic Benchwork
- Usage of PPE

- Handling of tools, materials and equipment
- Good housekeeping

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Interpreted drawings to determine job requirements 1.2 Identified and prepared materials, tools and equipment in accordance with job requirements 1.3 Selected and used appropriate processes, tools and equipment to carry out task 1.4 Marked out and checked dimensions in accordance with job requirements and within the tolerances 1.5 Followed work instructions 1.6 Performed benchworks in accordance with job requirements 1.7 Cleaned worksite in accordance with OSH regulations
2. Resource Implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace 2.2 Drawings 2.3 Materials, tools and equipment relevant to the proposed activity
3. Methods of Assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration 3.2 Direct observation with oral questioning 3.3 Written tests 3.4 Portfolios 3.5 Third party reports
4. Context of Assessment	<p>Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>