

PERFORM WORKSHOP PROCESSES

UNIT CODE: CON/OS/PL/02/4/A

UNIT DESCRIPTION

This unit covers the competencies required to perform workshop process. Competencies include observing workshop health and safety precautions, using, maintaining and storage of workshop tools, equipment and instruments, preparation of materials and supplies for plumbing works and carrying out workshop housekeeping activities.

ELEMENTS AND PERFORMANCE CRITERIA

| ELEMENT | PERFORMANCE CRITERIA |
|---|--|
| These describe the key outcomes which make up workplace function | These are assessable statements which specify the required level of performance for each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i> |
| 1. 1. Observe workshop health and safety precautions | 1.1 PPEs are identified and used as per manufacturer's instructions and legal requirements. 1.2 Workshop rules and regulations are adhered to as per workplace policy. 1.3 Safety equipment are identified and used as per the manufacturer's instructions. 1.4 First Aid procedures are adhered to as per workplace policy. |
| 2. Use, care and maintain workshop tools, instruments and equipment | 2.1 Workshop tools, instruments and equipment are identified based on their functionality. 2.2 Workshop tools, Instruments and equipment are used as per the manufacture's manuals. 2.3 Workshop tools, Instruments and equipment are handled as per manufacturer's manual. 2.4 Workshop tools, instruments and equipment are cared for, maintained and storage as per standard procedure. 2.5 Workshop tools, equipment and instruments are checked for functionality in line with workplace policy. 2.6 Workshop instruments and equipment are calibrated as per the standard operating procedure. |
| 3. Prepare materials and supplies for plumbing | 2.1 Plumbing works materials and supplies are identified based on their use. 2.2 Plumbing works materials are measured and cut |

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| works | based on job requirement. 2.3 Plumbing works accessories are identified based on job requirement. 2.4 Plumbing works materials are used as per the job requirements. 2.5 Plumbing works is tested based on instructions. |
| 4. Perform housekeeping activities | 2.6 Wastes are segregated and disposed of in line with environment protection guidelines. 2.7 Tools and equipment are cleaned, maintained and stored as per manufacturers' instructions. 2.8 Plumbing materials and supplies are stored as per manufacturers' instructions. 2.9 Records are kept as per workshop procedure. |

RANGE

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

| Variable | Range |
|---|---|
| 1. Workshop tools, instruments and equipment may include but is not limited to: | <ul style="list-style-type: none"> • Pliers • Hacksaws • Hammers • Spirit levels • Snips • Mallets • Diestock • Pipe wrench <p><i>Plumbing works materials and supplies</i></p> |
| 2. PPEs may include but is not limited to: | <ul style="list-style-type: none"> • Safety boots • Gloves • Ear muffs • Dust mask |

| Variable | Range |
|--|---|
| | <ul style="list-style-type: none"> • Overalls • Helmet • Goggles |
| 3. Safety equipment may include but is not limited to: | <ul style="list-style-type: none"> • Fire-fighting equipment • PPEs |

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:

- Communication
- Interpretation
- Freehand sketching
- Critical thinking
- Logical thinking
- Problem solving
- Drawing graphs
- Using different measuring tools

Required knowledge

The individual needs to demonstrate knowledge of;

- Drawing tools, equipment and materials
- Proper use of PPEs
- Safety precautions
- Waste segregation and disposal

EVIDENCE GUIDE

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

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|----------------------------------|---|
| 1 Critical Aspects of Competency | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Adhered to the proper use of PPE 1.2 Observed the workshop rules 1.3 Performed the First Aid procedures in the workshop 1.4 Observed workshop procedures in the storage of tools 1.5 Safely used testing equipment and tools |
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| | <p>1.6 Observed EHS in the waste disposal</p> <p>1.7 Properly demonstrated care and maintenance of workshop tools</p> <p>1.8 Obtained, recorded and interpreted test results</p> <p>1.9 Identified faulty tools and instruments</p> <p>1.10 Repaired/Replaced faulty tools</p> |
| 2 Resource Implications | <p>The following resources should be provided:</p> <p>2.1 Functional workshop</p> <p>2.2 A simulated environment equipped with plumbing tool, equipment and machines</p> <p>2.3 Materials relevant to the task</p> <p>2.4 Manufacturer's specifications and manuals relevant to the task</p> |
| 3 Methods of Assessment | <p>Competency in this unit may be assessed through:</p> <p>3.1 Practical Tests</p> <p>3.2 Written tests</p> <p>3.3 Oral Questioning</p> <p>3.4 Interviewing</p> <p>3.5 Portfolio</p> <p>3.6 Third party reports</p> |
| 4 Context of Assessment | <p>Competency may be assessed individually:</p> <p>4.1 On-the-job,</p> <p>4.2 Off-the-job or a combination of these.</p> <p>4.3 During industrial attachment</p> |
| 5 Guidance information for assessment | <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p> |