

MSFFL3102 Receive and prepare flooring materials

Modification History

Release 1. Supersedes and is equivalent to MSFFL2030 Receive and prepare flooring materials. Changes to application, elements and performance criteria to improve clarity and consistency across MSFFL units.

Application

This unit describes the skills and knowledge required to check, prepare, package, transport and load one particular category of flooring materials to an installation site with minimum damage. It includes acclimatisation and storage of materials onsite and is limited to the use of non-regulated moving devices (such as hand trolleys and pallette jacks). Categories of flooring materials include carpet, resilient, resin, timber and polished concrete. Each category also includes materials other than the actual flooring materials that are necessary for the installation of the flooring material (for example, in the instance of carpet, adhesives, underlay and grippers).

Workers with this competency undertake routine tasks on residential and nonresidential/commercial sites according to job instructions including plans and specifications and workplace procedures using discretion, judgement and problem-solving to identify and resolve routine issues. They work with a high degree of self-direction under routine supervision, and they are responsible for their output.

The work described in this unit may require a licence or certification in some jurisdictions, and state or territory authorities should be consulted to determine the current status. Workers on construction sites are required by law to complete induction training. They must also comply with Australian Standards, codes and manufacturers' installation instructions.

Prerequisite Unit

None

Unit Sector

Flooring technology

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to receive flooring materials	1.1 Interpret material receiving and preparation requirements from job instructions and manufacturers' instructions 1.2 Inspect the receiving site and identify security, access, delivery and storage arrangements and locations and methods for unloading materials 1.3 Identify hazards relating to the site, work practices, materials, tools and equipment, and check risk treatments are in place and operating 1.4 Select and check all required tools and equipment are ready to use, and organise to fix any deficiencies according to workplace procedures
2. Receive flooring materials	2.1 Receive and segregate materials into products 2.2 Check received materials are according to delivery documentation 2.3 Inspect received materials for defects and damage and reject or set aside unacceptable items 2.4 Complete receipt documentation according to workplace procedures
3. Prepare and package flooring materials	3.1 Interpret job instructions to identify the flooring materials required and calculate the necessary quantities

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	3.2 Calculate package weights, shapes, sizes and suitability for the vehicle being used to transport them
	3.3 Package materials for transport to the site, taking into account the potential for damage to them
4. Secure and protect loads	4.1 Check the load distribution to ensure it is even, meets regulatory loading and transporting requirements and is within a safe working capacity 4.2 Check the load to ensure that dangerous goods and hazardous substances are appropriately segregated, according to relevant dangerous goods codes 4.3 Secure the load using the correct load restraint and protection equipment for the loads and carrying and storage conditions 4.4 Protect the load according to legal and workplace safety requirements
5. Load flooring materials on to the worksite	5.1 Identify roles and responsibilities for successfully completing loading and lifting activities 5.2 Estimate time requirements to complete the loading and/or lifting of the materials 5.3 Select, access and use suitable materials-handling equipment, according to regulatory and/or site requirements 5.4 Complete movement activities individually or working with others, as required by the work tasks
6. Store flooring materials and accessories on site	6.1 Examine the materials on arrival at the site, identify damaged materials and set them aside according to workplace procedures 6.2 Store the materials in a suitable accessible onsite location, complying with procedures to protect materials from damage 6.3 Stack the materials in a manner appropriate to their weight, size and potential for crushing
7. Complete the task according to workplace procedures	7.1 Clean up the work area, identify items for recycling and dispose of waste 7.2 Identify, tag and report any damage to equipment and tools 7.3 Check, clean and do routine maintenance on equipment and tools and store them and unused materials 7.4 Complete task outcome documentation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to MSFFL2030 Receive and prepare flooring materials.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment requirements

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Performance Evidence

There must be evidence the candidate has completed the tasks in the elements and performance criteria of this unit of competency and has demonstrated the ability to:

- check, prepare, package, load for transport and store flooring materials according to job instructions for two different jobs with varied site conditions and potential damage considerations
- safely used two different non-regulated materials-handling devices.

Knowledge Evidence

There must be evidence the candidate has knowledge relevant to the particular type of flooring materials of:

- international, Australian and state/territory and standards, regulations and codes of practice relevant to the handling, transporting and storage of flooring materials including for dangerous goods, hazardous substances, mass and loading
- the safe and correct use of and maintenance requirements for tools and equipment for receiving and preparing flooring materials including non-motorised lifting and movement aids, open and enclosed pallets, pre-fabricated and fixed shelving, shipping containers and cutting machinery
- the most common issues that can arise when receiving and preparing flooring materials and how to avoid and respond to them, including:
 - inadequate on-site acclimatisation of flooring materials
 - threats posed by inadequate packaging, humidity, moisture, heat/cold, wind, handling practices, contamination and crushing
- workplace policies and procedures relevant to their job role and responsibilities including for:
 - receiving and preparing flooring materials
 - communication and reporting
 - environmental protection and sustainability
 - quality indicators for completed work and process improvements
 - work health and safety, including the use of personal protective equipment and safety data sheets
 - work planning.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - locations in which to receive and prepare flooring materials sites
 - flooring materials in sufficient quantities to undertake a complete installation
 - equipment and tools required for the activities set out in the elements and performance criteria, including non-regulated moving devices and those to control hazards
- job instructions and workplace procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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