



Australian Government

Department of Education, Employment and Workplace Relations

CPCCPD2013A Remove and replace doors and door and window components

Release: 1

CPCCPD2013A Remove and replace doors and door and window components

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to remove and replace doors and door and window furniture for the purpose of painting or replacement.

The unit includes reglazing and planning and preparation for the work, the removal and replacement of doors and door and window furniture and completion of clean-up activities.

Application of the Unit

Application of the unit

This unit of competency supports the attainment of the understanding and skills to remove and replace doors and door and window furniture for painting, which may include working with others and as a member of a team.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

CPCCOHS2001A

Apply OHS requirements, policies and procedures in the construction industry

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare.	<p>1.1. Work instructions and operational details are obtained using relevant <i>information</i>, confirmed and applied for <i>planning and preparation</i> purposes.</p> <p>1.2. <i>Safety (OHS)</i> requirements are followed in accordance with safety plans and policies.</p> <p>1.3. Signage and barricade requirements are identified and implemented.</p> <p>1.4. Tools and equipment are selected to carry out tasks that are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.</p> <p>1.5. Materials quantity requirements are calculated in accordance with plans, specifications and <i>quality requirements</i>.</p> <p>1.6. Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</p> <p>1.7. <i>Environmental requirements</i> are identified for the project in accordance with environmental plans and regulatory obligations and applied.</p>
2. Remove door and window furniture.	<p>2.1. Screens and fittings are carefully removed and stored safely.</p> <p>2.2. <i>Window furniture</i> is carefully removed and located or stored safely.</p> <p>2.3. <i>Door furniture</i> is carefully removed and located or stored safely.</p> <p>2.4. Doors are carefully removed and located or stored safely.</p>
3. Install glass to doors and windows.	<p>3.1. Old panes of glass are removed from doors and windows safely, without undue damage and demonstrating correct hacking procedure.</p> <p>3.2. Right type and style of glass for replacement in keeping with the finish and purpose of door or window is determined.</p> <p>3.3. Appropriate glass for replacement is sourced, measured and cut as required determining the correct fixing method for installation.</p> <p>3.4. Door or window aperture is cleaned, repaired and primed prior to installation of new glass.</p> <p>3.5. New glass is installed to specification and required finish.</p>

ELEMENT	PERFORMANCE CRITERIA
4. Replace doors and door and window furniture.	<p>4.1. Doors are carefully handled, placed, hung and fixed into original place.</p> <p>4.2. Door furniture is refitted and fixed back into place to specifications and without marking door or surrounds.</p> <p>4.3. Window furniture is refitted and fixed back into place to specifications and without marking window surfaces or surrounds.</p> <p>4.4. Screens are replaced securely in position without damage to surrounds.</p>
5. Clean up.	<p>5.1. Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.</p> <p>5.2. Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills for this unit are:

- communication skills to:
 - determine requirements
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - follow instructions
 - read and interpret:
 - documentation from a variety of sources
 - drawings and specifications
 - report faults
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication, such as hand signals
- evaluating own actions and making judgments about performance and necessary

REQUIRED SKILLS AND KNOWLEDGE

improvements

- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- organisational skills, including the ability to plan and set out work
- recognising procedures, following instructions, responding to change and contributing to workplace responsibilities, such as current work site environmental and sustainability frameworks or management systems
- teamwork skills to coordinate own 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
- technological skills to:
 - use a range of mobile technology, such as two-way radio and mobile phones
 - voice and hand signals to access and understand site-specific instructions.

Required knowledge

Required knowledge for this unit is:

- correct and safe procedures for removal and replacement of glass
- door and window furniture removal and replacement techniques
- glass cutting techniques
- job safety analysis (JSA) and safe work method statements
- materials storage and environmentally friendly waste management
- painting and decorating and basic carpentry terminology
- plans, drawings and specifications
- quality requirements
- safe handling techniques for glass
- types, uses and limitations of tools used in the removal and replacement of door and window furniture
- workplace and equipment safety requirements.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures including quality requirements
- safely and effectively operate and use tools, plant and equipment
- communicate and work effectively and safely with others
- remove and replace components ensuring surrounding areas and furniture components remain undamaged
- safely and effectively remove and replace a minimum of:
 - one door with an independent screen
 - furniture from two different door types
 - furniture from two different window types with at least one having independent screens
 - glazing from a timber door or window.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

EVIDENCE GUIDE

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the mandatory task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace

EVIDENCE GUIDE

- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information includes:

- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions, where specified
- MSDS
- memos
- regulatory and legislative requirements

RANGE STATEMENT

Planning and preparation include:

Safety (OHS) is to be in accordance with state and territory legislation and regulations and project safety plan and may include:

- pertaining to the removal and replacement of doors and door and window furniture
- relevant Australian standards
- safe work procedures relating to the removal and replacement of doors and door and window furniture
- signage
- verbal, written and graphical instructions
- work bulletins
- work schedules, plans and specifications.
- assessment of conditions and hazards
- determination of work requirements and safety plans and policies
- equipment defect identification
- work site inspection.
- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- handling activities that may require the assistance of others or the use of manual or mechanical lifting devices where size, weight or other issues, such as a disability are a factor
- hazard control
- hazardous materials and substances
- organisational first aid
- PPE prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
 - earth leakage boxes
 - lighting
 - manual handling
 - power cables, including overhead service trays, cables and conduits
 - power leads
 - restricted access barriers
 - surrounding structures
 - traffic control
 - trip hazards
 - use of hand and power tools

RANGE STATEMENT

- work site visitors and the public
 - working at heights
 - working in confined spaces
 - working in proximity to others
 - working with glass
 - use of firefighting equipment
 - use of tools and equipment
 - workplace environmental requirements and safety.
- Quality requirements* include:
- internal company quality policy and standards
 - manufacturer specifications, where specified
 - relevant regulations, including Australian standards
 - workplace operations and procedures.
- Environmental requirements* include:
- clean-up management
 - dust and noise
 - waste management.
- Window furniture* includes:
- brackets
 - catches
 - handles
 - locks
 - screens
 - stays.
- Door furniture* includes:
- closers
 - handles
 - hinges
 - latches
 - locks
 - safety chains
 - screens.

Unit Sector(s)

Unit sector Construction

Functional area

Functional area