

Preparing floor coverings

Supporting:

MSFFL2002: Receive and prepare floor covering materials for installation



Workbook



Name:

Preparing floor coverings

Workbook

Containing learning activities and assignments for the unit of competency:

MSFFL2002: Receive and prepare floor covering materials for installation

The assignment templates are also available in an electronic 'Word' version, downloadable from the INTAR website at:

www.intar.com.au



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Parts of this resource are based on materials developed by Workspace Training for the original Flooring Technology Project, produced in 2012-2014 for the Workplace English Language and Literacy (WELL) Program.

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About INTAR

Industry Network Training and Assessment Resources (INTAR) is a partnership owned by Workspace Training and Vaughan Consulting Software Solutions – the development team that produced the original Flooring Technology project for the Commonwealth Government WELL Program.

INTAR was formed to enable the development work to continue, following the abolition of the WELL Program in 2014. All new materials are now paid for by subscribers and members who contribute to the INTAR funding pool. Access to the subscription site is via a password protected area.

Members of INTAR include TAFE teachers, RTO trainers, manufacturers and other suppliers of industry products and services.

In addition to learner guides, workbooks and on-line materials, INTAR also provides members with the following resources and services:

- nationally validated assessment tools for all competencies covered in the learning materials
- participation in the validation groups that meet to validate assessment tools and strategies
- forums for direct consultation with manufacturers, employers and other industry personnel
- evidence of the continuous improvement, validation and consultation processes, suitable for use in demonstrating compliance with the *Standards for RTOs 2015*.

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Introduction

Preparing floor coverings is a 'learning unit' from the Flooring Technology training resource. It supports the following competency from the *Certificate III in Flooring Technology* (MSF30813):

- *MSFFL2002: Receive and prepare floor covering materials for installation*

To be assessed as competent, your assessor will use a range of methods to check your understanding of the concepts presented in the Learner guide for this unit and your practical ability to prepare, handle and store floor coverings.

These may include:

- written assignments
- practical demonstrations
- on-the-job discussions about how you go about particular activities
- learning activities undertaken while you're progressing through the unit
- log book or work diary.

Literacy, numeracy and computer skills

Literacy is the ability to read and write. To complete this qualification, you will need sufficient literacy skills to produce a range of workplace documents. You will also need the skills to be able to read and understand documents such as order forms, installation instructions, project briefs and safe operating procedures.

Numeracy is the ability to work with numbers. Flooring installers need to do lots of measure-ups and calculations, so there will be many opportunities for you to learn and practice your numeracy skills.

When it comes to completing the written assignments for this qualification, a certain level of literacy ability is required to read the questions and write down your answers. There will also be times when you are asked to generate documents on a computer.

Obviously, it's important that you clearly understand what the assignment is asking you to do, and that your submissions are a good reflection of what you really know. So if you're having trouble reading the questions, writing down your answers, or using certain computer programs, make sure you speak to your trainer before you hand the assignment in.

There are various ways your trainer can help you. For example, they may be able to ask the assignment questions verbally and help you to write down your answers.

They may also be able to show you sample answers to similar questions, which will let you look at the way they're written and give you hints on how to write your own. You may also be allowed to do the assignment with the assistance of another person.

Applying for RPL

RPL stands for **Recognition of Prior Learning**. It is a form of assessment that acknowledges the skills and knowledge you have gained through:

- on-the-job experience
- formal training in other courses
- life experience, through your hobbies or other outside activities.

If you believe that you are already competent in some or all of the skills covered in this unit, ask your assessor about how to apply for RPL.

Using this workbook

All of the lessons in the Learner guide for this unit have learning activities at the end. Their purpose is to provide discussion points and questions to help reinforce your understanding of the concepts being presented.

There are also a range of assignments, which appear at the end of each section. These are designed to test your knowledge of the subject matter and ability to submit written responses in an acceptable format.

This workbook reproduces all of the learning activities and assignments in a format that lets you handwrite your answers to the questions.

Note that your trainer may ask you to produce a computer-generated document for all of the formal assignments, either printed out in hard copy or submitted electronically. To do this, go to the website version of the unit and look for the *Assignment* link in each section. This will allow you to type your answers into the 'Word' document and then either print it out or email it direct to your trainer as an attachment.

You may also be asked to share your learning activity answers electronically, especially if you are undertaking this unit by distance learning and are linked up with fellow students in other locations. This might be done through group emails or via a social networking site such as Facebook. In these cases, you should use the website resource rather than this workbook.

Part 1

Learning activities



Documentation

What sorts of documents do you take with you to the jobsite? Use the table below to name each document and list its purpose.

Document	Purpose

Materials and equipment

Name two tools that require replacement parts to be carried with them. Also name the parts that you need to keep on hand.

Tool	Replacement parts

General health and safety

Briefly describe what each of the following documents is designed for:

Document	Purpose
White Card	
Safe Operating Procedure (SOP)	
Safe Work Method Statement (SWMS)	
Material Safety Data Sheet (MSDS)	

Looking after your body

Give some examples of stretching exercises suitable for a floor layer who is about to unload and carry heavy rolls of flooring into an installation area. Describe the exercises and the benefit they would give you.

Description of exercise	Benefit

On-site storage and handling

Using the rule of thumb described in the Learner guide, calculate the length of a roll of flooring material. Show your workings in the space below. Then unroll the material and measure the actual length. Write this beside your estimated answer.

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Conditioning

Go to the webpage below. Watch the Forbo Flooring clip and answer the following questions.

<http://www.youtube.com/watch?v=o89QR8fYno4>

1. How long does Forbo recommend that the HVAC (heating, ventilation, air conditioning) system be left running – both before and after the floor covering is laid?

2. In the sequence of trades undertaking work on the jobsite, where should floor laying be?

Part 2

Assignment



Assignment

Name		Date	
------	--	------	--

Select two job sheets for separate installation projects. They should represent different types of floor covering material and different job types – such as one domestic and one commercial job.

For each project, answer the following questions.

Project 1

1. Describe the installation project and state the type of floor covering used.

2. What is the process for checking that the materials you are loading up in the warehouse are correct in terms of product type, quantity, etc? What would you do if any of the materials were incorrect, or if there was any damage that might cause problems on-site?

3. What is the most efficient method for unloading the materials from your vehicle and taking them to the installation area? For example, will you need mechanical aids or an offsider?

4. What sorts of damage do you need to protect the materials from on this type of jobsite? Name two possible types of damage and the methods you would use to ensure it doesn't occur.

Type of damage	Solution

5. What are the acclimatisation instructions for the floor covering? List the instructions specified by the manufacturer that are relevant to this jobsite

Project 2

1. Describe the installation project and state the type of floor covering used.

2. What is the process for checking that the materials you are loading up in the warehouse are correct in terms of product type, quantity, etc? What would you do if any of the materials were incorrect, or if there was any damage that might cause problems on-site?

3. What is the most efficient method for unloading the materials from your vehicle and taking them to the installation area? For example, will you need mechanical aids or an offsider?

4. What sorts of damage do you need to protect the materials from on this type of jobsite? Name two possible types of damage and the methods you would use to ensure it doesn't occur.

Type of damage	Solution

5. What are the acclimatisation instructions for the floor covering? List the instructions specified by the manufacturer that are relevant to this jobsite

Practical demonstrations

The checklist below sets out the sorts of things your trainer will be looking for when you undertake the practical demonstrations for this unit. Make sure you talk to your trainer or supervisor about any of the details that you don't understand, or aren't ready to demonstrate, before the assessment event is organised. This will give you time to get the hang of the tasks you will need to perform, so that you'll feel more confident when the time comes to be assessed.

When you are able to tick all of the YES boxes below you will be ready to carry out the practical demonstration component of this unit.

Specific performance evidence	YES
Prepare, package, protect, transport, load and unload floor coverings and other materials	<input type="checkbox"/>
Use mechanical devices to assist in loading, lifting and moving materials	<input type="checkbox"/>

General performance evidence	YES
1. Follow all relevant WHS laws and regulations, and company policies and procedures	<input type="checkbox"/>
2. Identify the floor covering materials required from work orders	<input type="checkbox"/>
3. Read and interpret relevant work plans, instructions and product information	<input type="checkbox"/>
4. Confirm safety and security conditions at the site from reports or on-site inspection	<input type="checkbox"/>
5. Determine delivery point, access and storage areas and loading/unloading methods	<input type="checkbox"/>
6. Determine size, shape and special packaging requirements of materials	<input type="checkbox"/>
7. Select the correct tools and equipment, and carry out all necessary pre-start checks	<input type="checkbox"/>
8. Receive materials at the warehouse and check them off against delivery docket	<input type="checkbox"/>
9. Inspect materials for defects or damage and complete delivery documentation	<input type="checkbox"/>

10. Prepare materials for transportation to the work site, including measuring and cutting floor covering material to size, where required	<input type="checkbox"/>
11. Determine the unloading and lifting requirements for receiving the materials at the worksite, including equipment and personnel needed and estimated time it will take	<input type="checkbox"/>
12. Unload materials at work site using safe work practices and appropriate equipment	<input type="checkbox"/>
13. Check materials for damage and store them safely and securely on-site	<input type="checkbox"/>
14. Set up site and materials for acclimatisation process, where required	<input type="checkbox"/>
15. Clean up and store or recycle packing materials	<input type="checkbox"/>
16. Clean and store tools and equipment appropriately	<input type="checkbox"/>
17. Clean up work area and dispose of rubbish properly	<input type="checkbox"/>
18. Accurately complete all required documentation	<input type="checkbox"/>