

Preparing for installation

Supporting:

***MSFKB2001: Prepare for cabinet
installation***



Work book

**KITCHEN AND CABINET
BATHROOM MAKING**

Name:

Preparing for installation Workbook

Containing learning activities and assignments supporting the unit of competency:

MSFKB2001 Prepare for cabinet 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 Kitchen and bathroom cabinetmaking Project, produced in 2011-2014 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 for installation is a 'learning unit' from the Kitchen and bathroom cabinetmaking training resource. It supports the following unit of competency from the *Certificate III in Cabinetmaking (Kitchen and bathroom)* (MSF31113):

- *MSFKB2001: Prepare for cabinet 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 physically prepare to install cabinets.

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
- examples of installations you have undertaken
- 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. Cabinetmakers need to do lots of measure-ups and calculations, so there will be many opportunities for you to learn and practise 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 work is 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



Section 1: Organising items

Tools and equipment

What type of checklist does your company use to itemise tools and equipment that need to be taken out to the jobsite? Is it a permanent checklist on a piece of plywood? Is it a hard-copy list that gets printed out separately for each job?

Describe what you do below to check that you've got all the tools you'll need.

Components and hardware

The lists of components and hardware items shown in the Learner guide are only examples of what you might need on the job.

What other items would you include for the types of installations that you're involved in? If you're not doing any on-site installations yet, ask your supervisor or one of the installers what other items they tend to take with them.

Safety requirements

Some of the safety requirements listed in the Learner guide might be new to you. For instance, you may not have come across a White Card before, or you may not be familiar with MSDSs or SWMSs.

These aspects of ‘work health and safety’ (WHS) are covered in more detail in the unit *Working safely*. Make sure you look up anything you’re not sure about, or ask your trainer or supervisor for more information.

Section 2: Going to the site

Before you leave

What issues have you come across that caused unexpected problems when the truck arrived on-site? Was there any way you could have avoided the problem, or been advised in advance so you could deal with it before you arrived at the site?

Issue	
Problem caused	
Ways to avoid the problem	

Transporting cabinets

Think about the manufactured items or products you use when preparing for an installation job.

1. List the products that are most prone to damage when they're being moved from the workshop to the jobsite.

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2. How do you look after these products to make sure they don't suffer any damage?

Arriving at the site

What cordless tools do you use on-site? List the brand names and sizes or models.

Cordless tool	Brand name	Size and model

Part 2

Assignments



Assignment 1

Name		Date	
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Provide short answers to the following questions:

1. How would you decide which tools to take with you to the jobsite for a kitchen or bathroom installation?

2. What sorts of checks should you carry out on the tools as you pack them up ready to go?

3. How would you know what components and hardware items to take?

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4. What sorts of checks should you carry out on the components and hardware to make sure that they're right for the job and in proper working order?

5. What is a White Card, and when do you need to have one?

Assignment 2

Name		Date	
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Provide short answers to the following questions:

1. If it was raining on the day that you were delivering the cabinets to the site, what sorts of problems might occur, and how would you address them?

2. Name five good practices relating to using extension leads on-the-job.

3. What steps should you follow when lifting and carrying large or awkward objects to avoid a back injury?

Practical demonstration

The checklist 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.

General performance evidence	YES
1. Identify the WHS responsibilities of personnel working on-site	<input type="checkbox"/>
2. Follow all relevant WHS laws and regulations, and company policies and procedures	<input type="checkbox"/>
3. Wear appropriate PPE for the task being undertaken	<input type="checkbox"/>
4. Correctly interpret installation plan to identify work requirements	<input type="checkbox"/>
5. Select the correct tools and equipment for the job, carry out all necessary pre-start checks	<input type="checkbox"/>
6. Clear and prepare work area, and gain access to appropriate power sources	<input type="checkbox"/>
7. Unload cabinets and components from delivery truck and check their details against the delivery documentation and installation plan	<input type="checkbox"/>
8. Inspect cabinets and components for quality	<input type="checkbox"/>