

Modification history

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0

FWPCOT2XXX	Use hand-held tools
Application	<p>This unit of competency describes the skills and knowledge required to select and use a variety of manual hand tools and power tools for various tasks.</p> <p>Work is completed in work settings and involves completing basic non-specialist maintenance.</p> <p>The unit applies to production workers, manufacturing assistants, timber manufacturing workers, sawmill workers.</p> <p>This unit is suitable for those with the knowledge and skills to undertake specified activities under the direction of more experienced workers.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Common technical (COT)

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 for using hand-held tools	1.1 Read and interpret work order to determine selection of hand-held tools required for the task and, where required, check with appropriate person 1.2 Read and follow workplace safety requirements related to use of hand-held tools 1.3 Select, check for serviceability and use hand-held tools appropriate to complete tasks
2. Operate and maintain hand-held tools	2.1 Select, fit and use appropriate personal protective equipment (PPE) 2.2 Follow lock out procedures and check tools for safe operation in line with manufacturer's instructions 2.3 Identify unsafe, faulty or damaged tools, remove from service and mark for repair or replacement in line with workplace procedures 2.4 Use hand and power tools in line with workplace safety procedures, manufacturer's instructions environmental requirements 2.5 Apply appropriate techniques with tools to produce required production outcomes 2.6 Check tool operation regularly to assess need for sharpening and other maintenance requirements 2.7 Complete basic non-specialist maintenance for hand and power tools in line with manufacturer's recommendations and workplace safety procedures 2.8 Record and report tool faults, serviceability issues and maintenance requirements to appropriate person
3. Clean up	3.1 Clean work area and dispose of, recycle or reuse left over material following workplace and environmental requirements 3.2 Clean and maintain hand-held tools and report any faulty or damaged tools 3.3 Store hand and power tools to their allocated storage area

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
Oral communication	<ul style="list-style-type: none"> Ask open and closed probe questions and actively listen to clarify contents of work orders

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2XXX Use hand-held tools	FWPCOT2219 Use hand-held tools	Application clarified Element added Performance Criteria, Foundation Skills and Assessment Requirements reviewed and update	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47
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TITLE	Assessment requirements for FWPCOT2XXX Use hand-held tools
Performance Evidence	
<p>An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has correctly and safely used hand-held tools in the process of conducting at least three wood product processing or manufacturing tasks.</p> <p>In doing this, the individual has:</p> <ul style="list-style-type: none"> • selected, fitted and correctly used personal protective equipment (PPE) • safely used: <ul style="list-style-type: none"> • handsaws • knives • chisels • hammers • hand drills • files • rasps • safely used power and battery operated: <ul style="list-style-type: none"> • drills • grinders • sanders • saws • nail guns • completed basic non-specialist maintenance in line with manufacturers' recommendations, to: <ul style="list-style-type: none"> • sharpen • clean • lubricate • tighten • adjust • check consumable components for bluntness, wear and other damage • remove and replace consumable components. 	

Knowledge Evidence
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> • types of hand and power tools their functional and operational features: <ul style="list-style-type: none"> • techniques and safe use • non-specialist repair and maintenance • identifying and tagging faulty / damaged equipment • battery operated power tools • workplace safety: <ul style="list-style-type: none"> • personal protective equipment (PPE) • electrical hazards – use of residual current devices (RCD) • equipment lock out • exposure to dust • exposure to excessive noise • organisational procedures relevant to hand-held-tools • manufacturer's specifications and instructions • environmental requirements for safely disposing of waste and used consumables • recording and reporting equipment faults and maintenance requests.

Assessment Conditions
Assessment of the skills in this unit of competency must take place under the following conditions:

Assessment Conditions
<ul style="list-style-type: none">• physical conditions:<ul style="list-style-type: none">• skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions• resources, equipment and materials:<ul style="list-style-type: none">• hand and power tools• battery operated tools• personal protective equipment• specifications:<ul style="list-style-type: none">• workplace safety and environmental documentation• manufacturer's specifications and instructions• relationships:<ul style="list-style-type: none">• person to confirm work orders and report issues with hand and power tools. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47
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