

Processes in kitchen and bathroom projects

KITCHEN AND CABINET BATHROOM MAKING

Supporting:

LMFKB3001A

Identify processes in kitchen and bathroom projects



Work book

Developed in 2011-2012 for the WELL Program

Processes in kitchen and bathroom projects

Workbook

Containing print-version written assignments supporting the unit of competency:
LMFKB3001A Identify processes in kitchen and bathroom projects

These assignments are also available in an electronic 'Word' version, downloadable from the Kitchen and Bathroom Cabinetmaking website at:

www.kbcabinetmaking.com.au



Developed by Workspace Training for the 2011-2012
Workplace English Language and Literacy (WELL) Program
Kitchen and Bathroom Cabinetmaking resource development project



www.workspacetraining.com.au

ISBN: 978-0-9873328-5-1

Funded under the Workplace English Language and Literacy Program by the Australian Government through the Department of Education, Employment and Workplace Relations.

COPYRIGHT

© Commonwealth of Australia. 2012



CC BY-NC-SA

This work is copyright. Except where otherwise indicated, and save for the Commonwealth Coat of Arms, the Department has applied the Creative Commons Attribution-Noncommercial-Share Alike 3.0 Australia Licence to this work.

The Department of Education, Employment and Workplace Relations must be attributed as the author of the Department's copyright material.

As far as practicable, material for which the copyright is owned by a third party has been clearly labelled. The Department has made all reasonable efforts to ensure that this material has been reproduced in this print-based resource and the accompanying website with the full consent of the copyright owners.

Requests and enquiries concerning the Department's copyright material should be addressed to:

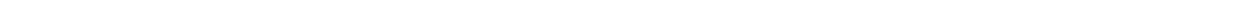
The Copyright Officer
Department of Education, Employment and Workplace Relations
Location code C148CW2
GPO Box 9880 Canberra ACT 2601
Email: copyright@deewr.gov.au

Questions about the design and content of the resource itself should be addressed to the project manager:

David McElvenny
Workspace Training
PO Box 1954 Strawberry Hills, NSW, 2012
Email: david@workspacetraining.com.au

Table of contents

Table of contents	5
The assessment process.....	1
Completing the assignments	3
Assignment 1	4
Assignment 2	7
Assignment 3.....	10
Assignment 4.....	12



The assessment process

Kitchen and bathroom cabinetmaking is a practical trade that requires good hands-on skills and a sound knowledge of construction methods. Your assessor will use a range of methods to assess your 'competence' in the units that make up this qualification.

These may include:

- on-the-job discussions about how you go about particular workplace activities
- learning activities undertaken while you're progressing through the unit
- practical demonstrations of your ability to use certain pieces of equipment competently and safely
- examples of products you have made and documents you have completed
- written assignments contained in the Workbooks.

The assignments contained in this Workbook are only a part of the overall assessment process for the unit. However, they are an essential part, because they allow you to demonstrate your understanding of the concepts and principles behind the skills involved.

Your assessor will talk to you about the other activities and practical demonstrations you'll need to carry out and the timetable for completion.

Literacy and numeracy skills

Literacy is the ability to read and write. To complete this trade qualification, you will need sufficient literacy skills to fill in forms and other types of workplace documents correctly. You will also need the skills to be able to read and understand workplace documents such as order sheets, project briefs and safe operating procedures.

Numeracy is the ability to work with numbers. Cabinetmakers need to do lots of calculations with measurements and quantities, 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. Obviously, it's important that you clearly understand what the assignment is asking you to do, and that your answers are a good reflection of what you really know. So if

you're having trouble reading the questions or writing down your answers, 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.

You'll find an RPL checklist for this unit on the Kitchen and Bathroom Cabinetmaking website.

Completing the assignments

There are four assignments for the unit *Processes in kitchen and bathroom projects*.

These are shown on the following pages, in a layout suitable for hand-written answers. You should detach each assignment from the workbook when you have finished it and hand it to your trainer for marking.

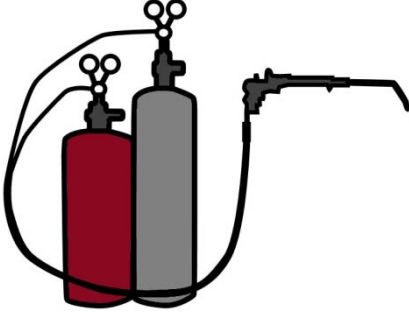
Some of the assignments may be completed electronically on your computer. If you prefer to do this you should go to the website version of this unit and look for the *Assignment* link in each of the four sections. This will allow you to save your answers in an electronic file, which can either be printed out as a hard copy or emailed direct to your trainer as an attachment.

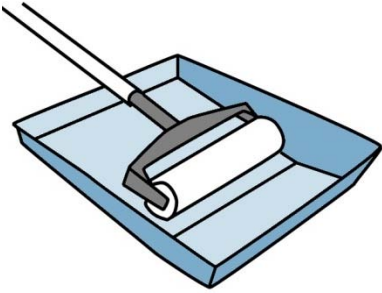
Before you begin each assignment, make sure you read the information in the Learner Guide or on the website for this unit. You'll find a page relating to the assignment that summarises the questions and provides extra material and pointers to help you complete them.


Assignment 1

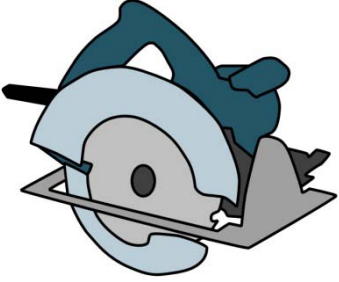
Name		Date	
------	--	------	--

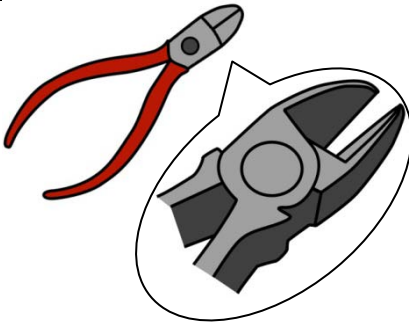
The following pieces of equipment are commonly used in kitchen and bathroom installations. For each one, name the item, describe its main purpose, and identify the trade (or trades) that are most likely to use it.

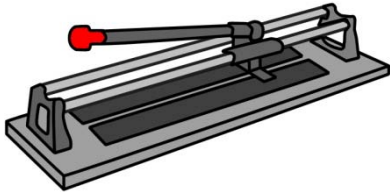
	Name:
	Main purpose:
	Trade(s) most likely to use it:

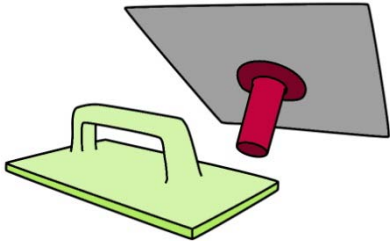
	Name:
	Main purpose:
	Trade(s) most likely to use it:


	Name:
	Main purpose:
	Trade(s) most likely to use it:


	Name:
	Main purpose:
	Trade(s) most likely to use it:


	Name:
	Main purpose:
	Trade(s) most likely to use it:

	Name:
	Main purpose:
	Trade(s) most likely to use it:

	Name:
	Main purpose:
	Trade(s) most likely to use it:

	Name:
	Main purpose:
	Trade(s) most likely to use it:

	Name:
	Main purpose:
	Trade(s) most likely to use it:

	Name:
	Main purpose:
	Trade(s) most likely to use it:

Assignment 2

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

Develop a project schedule for a kitchen renovation project. Use the information shown on the **Assignment 2** page of the Learner Guide to get all the details you'll need, including the trades, tasks involved and number of hours required.

Day 1 of Week 1 is already done for you below.

Project schedule

WEEK 1

Day	Trade	Task	Start	Finish	Hours
Mon	Carpenter	Prepare the work area, remove old kitchen cabinets and floor covering, remove wall and ceiling sheeting	7.00 am	4.00 pm	8 (plus 1 hr for breaks)
	Electrician	Terminate power and look at scope of the job	9.00 am	10.30 am	1.5
	Plumber	Terminate water and look at scope of the job	10.00 am	11.30 am	1.5
Tue					
Wed					
Thu					

Fri					
Sat					

WEEK 2

Day	Trade	Task	Start	Finish	Hours

WEEK 3

Day	Trade	Task	Start	Finish	Hours

Assignment 3

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

Instructions

Choose one kitchen or bathroom cabinet design that you use regularly at work. Fill in the table below with details regarding the construction methods and processes. Also take digital photos of the cabinet at various stages of completion, showing the construction methods, materials and hardware used and tools required.

Refer to the **Assignment 3** page in your Learner Guide for more information on this assignment.

Method of construction	
------------------------	--

Carcase	
Materials used	
Types of joins	
Fixings used	
Tools required	

Doors	
Materials used	
Hinges used	
Method of fixing	
Tools required	

Assignment 4

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

Find an example relevant to your own work of each of the resources described below. Fill in the details in the table, using the information provided on the **Assignment 4** page of the Learner Guide as a guide.

Industry or trade magazine	
Title of magazine	
Where did you get it?	
Brief description (including relevance to your job)	

Text book or instructional manual	
Title of publication	
Where did you get it?	
Brief description (including relevance to your job)	

Manufacturer's brochure	
Title of brochure	
Where did you get it?	
Brief description (including relevance to your job)	

Building or furnishing association	
Title of association	
Web address	
Brief description (including relevance to your job)	

WorkCover Authority	
Full title (in your state or territory)	
Web address	
Brief description (including relevance to your job)	