### Training Package

**ENTERTAINMENT INDUSTRY (CUE98)**

### Title:

**USE HAND TOOLS**

### Unit Code

**CUETGE8A**

This unit describes the knowledge and skills required in the use of hand tools including safety, maintenance and storage.

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<th>Methods and Context of Assessment</th>
<th>Critical aspects of Evidence</th>
<th>Concurrent Assessment</th>
<th>Resource Requirements</th>
<th>HSC Requirements and Advice</th>
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<tbody>
<tr>
<td>Evidence to demonstrate consistent achievement of this unit’s outcomes include:</td>
<td>This unit may be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with the use of hand tools or other units requiring the exercise of the skills and knowledge covered by this unit.</td>
<td>This unit of competency should be assessed using:</td>
<td>- all tools, equipment, materials and documentation required - any relevant workplace procedures - any relevant product and manufacturing specifications - any relevant codes, standards, manuals and reference materials. - Method and Context of Assessment - This unit may be assessed on the job, off the job, or a combination of both on and off the job. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. - The candidate will be required to: - orally, or by other methods of communication, answer questions but by the assessor - identify colleagues who can be approached for the collection of competency evidence where appropriate - present evidence of credit for any off-job training related to this unit - Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge.</td>
<td>Key Terms and Concepts:</td>
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<td>- demonstrating safe working practices at all times; - performing all tasks in accordance with standard operating procedures; performing all tasks to specification;</td>
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<td>- job specifications - designated procedures - operational procedures - principles and teaching techniques - manufacturers’ recommendation and codes - standards - safe working practices</td>
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<tr>
<td>ELEMENT</td>
<td>PERFORMANCE CRITERIA</td>
<td>RANGE OF VARIABLES</td>
<td>EVIDENCE GUIDE</td>
<td>HSC REQUIREMENTS AND ADVICE</td>
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| 1. Use hand tools | • Appropriate hand tools are selected according to the task requirements  
• Hand tools are used to produce desired outcomes to job specifications which may include finish, tension, size or shape  
• All safety requirements are adhered to before, during and after use  
• Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use  
• Routine maintenance of tools, including hand sharpening, is undertaken according to standard operational procedures, principles and techniques  
• Hand tools are stored safely in appropriate locations according to standard operational procedures and manufacturers’ recommendations | • The following variables may apply:  
• Work is undertaken autonomously or in a team environment using predetermined standards of quality, safety and workshop procedures involved in the use of various hand tools, including but not limited to hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and types.  
• Applications may include hand tools used for adjusting, dismantling, assembling and finishing of items or components and the finishing, cutting and scraping of metallic and non-metallic material to size and shape.  
• Routine maintenance tasks may include cleaning, lubricating, tightening, simple tool repairs, hand sharpening and adjustments using engineering principles, tools, equipment and procedures.  
• This unit should not be selected if the hand tool is dedicated to a single operation or machine and if only a machine-specific/customised tool is used. For power tools used for hand-held operations see the unit Use power tool/hand-held operations. | UNDERPINNING KNOWLEDGE AND SKILLS  
• Skills and knowledge are required in:  
• communicating information about processes, events or tasks being undertaken to ensure a safe and efficient working environment;  
• taking responsibility for the quality of their own work;  
• planning tasks in all situations and reviewing task requirements as appropriate;  
• using accepted engineering techniques, practices, processes and workplace procedures  
• identifying the outcomes and job specifications to be achieved by the use of hand tools  
• selecting appropriate personal protective clothing and safety equipment to be used when using hand tools  
• identifying common faults and/or defects in hand tools and following the procedures for marking unsafe or faulty tools  
• identifying the routine maintenance requirements of a range of hand tools  
• identifying the procedures and techniques to be used in maintaining/sharpening a range of hand tools | Learning experiences for the HSC must address.  
- Identity hand tools to be used in manufacture, assembly, repair and dismantling of components  
- Knowledge of appropriate hand tool selection and safe working practices  
- Understanding and observation of safety precautions  
- Understanding of use range of hand tools listed in Range of Variables and how these tools should be used and maintained  
- Understanding of how to identify faulty tools  
• Awareness of codes, standards and manufacturers specifications  
• Knowledge of correct and incorrect working procedures |

**KEY COMPETENCIES**

**KEY COMPETENCY**

- Planning and organising activities
- Working with others and in teams
- Using mathematical ideas and techniques
- Using technology

**LEVEL**

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