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| <b>Training Package</b>             | <b>Conservation and Land Management (RTD02), Amenity Horticulture (RTF03) and Rural Production (RTE03)</b>   | <b>HSC Requirements and Advice</b>           |
| <b>Title</b>                        | <b>Maintain properties and structures</b>  |  |
| <b>Unit code</b><br><b>RTC2210A</b> | This competency standard covers the functions required to maintain and repair properties and structures in a situation that does not require the specialist skills of another trade. It involves the application of basic skills and knowledge to match equipment and materials to job requirements, and select the appropriate tools to carry out repairs. The work is likely to be carried out under routine supervision with intermittent checking usually within a team environment. | <b>HSC Indicative Hours</b><br><br><b>20</b> |

### Evidence Guide

#### What evidence is required to demonstrate competence for this standard as a whole?

Competence in maintaining properties and structures requires evidence of the ability to conduct simple repairs, erect structures, apply task instruction, and maintain a clean and safe worksite. It also requires an awareness of daily work routines including the need to keenly observe and report the need for maintenance and repair. Evidence must be demonstrated in the employment of safe workplace and environmentally responsible practices. The skills and knowledge required to maintain properties and structures must be **transferable** to a different work environment. For example, this could include different properties and structures, maintenance activities and industry settings.

| <b>What specific knowledge is needed to achieve the performance criteria?</b>  | <b>What specific skills are needed to achieve the performance criteria?</b>  | <b>Are there other competency standards that could be assessed with this one?</b>   | <b>Assessment guide</b>   | <b>HSC Requirements and Advice</b>  |
|--|--|---|---|---|
| <p>Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:</p> <ul style="list-style-type: none"> <li>• characteristics, capabilities and limitations of materials, equipment and tools</li> <li>• operation of water taps and reticulation systems</li> <li>• types of building cladding and finishes, purpose and use</li> <li>• identification of defects and appropriate repair methods</li> <li>• appropriate selection of repair materials</li> </ul> | <p>To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complimentary skills are required. These include the ability to:</p> <ul style="list-style-type: none"> <li>• interpret and apply task instructions</li> <li>• operate a broad range of tools and equipment</li> <li>• ability to work in team environment</li> <li>• observe and report on the condition of structures and equipment</li> <li>• demonstrate safe working practices</li> <li>• communicate with work team and supervisor</li> </ul> | <p>This competency standard <u>could</u> be assessed on its own or in combination with other competencies relevant to the job function.</p> | <p>There is essential information about <b>assessing this competency standard for consistent performance and where and how it may be assessed</b>, in the Assessment Guidelines for this Training Package. All users of these competency standards must have <b>access</b> to both the <b>Assessment Guidelines</b> and the relevant <b>Sector Booklet</b>.</p> | <p><b>Key Terms and Concepts</b></p> <ul style="list-style-type: none"> <li>• building cladding and finishes</li> <li>• defects</li> <li>• effective teamwork</li> <li>• enterprise requirements</li> <li>• environmentally responsible practices</li> <li>• hazards</li> <li>• maintenance plan</li> <li>• manufacturer's specifications</li> <li>• Material Safety Data Sheets (MSDS)</li> <li>• occupational health and safety (OHS)</li> <li>• personal protective equipment (PPE)</li> <li>• property infrastructure and resources</li> <li>• repair methods and materials</li> <li>• reporting and recording</li> </ul> |

| What specific knowledge is needed to achieve the performance criteria?   | What specific skills are needed to achieve the performance criteria?                          | Are there other competency standards that could be assessed with this one? | Assessment guide | HSC Requirements and Advice  |
|--|---|--|------------------|--|
| <ul style="list-style-type: none"> <li>• OHS legislative requirements and Codes of Practice</li> <li>• relevant Codes of Practice with regard to protection of the environment.</li> </ul> | <ul style="list-style-type: none"> <li>• estimate and calculate volumes and usage.</li> </ul> |  |                  | <ul style="list-style-type: none"> <li>• risk assessment</li> <li>• routine maintenance</li> <li>• safe work practices</li> <li>• Standard Operating Procedures (SOP)</li> <li>• team building</li> <li>• tools, equipment and materials</li> <li>• waste disposal.</li> </ul> |

| Element   | Performance Criteria  | Range of Variables  | HSC Requirements and Advice   |
|---|---|---|---|
| 1 Identify and confirm maintenance requirements | 1.1 Visual inspections are conducted of <b>structures and facilities</b> to locate and evaluate defects, deterioration and impending defects. | <p>The Range of Variables explains the range of context within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in training and assessment may depend on the work situations available.</p> <p>For more information on contexts, environment and variables for training and assessment refer to the Sector Booklet.</p> <p>What <b>structures and facilities</b> might be relevant to this standard?</p> <p>This may include buildings, greenhouses, igloos, potting houses, shade houses, sheds, cool rooms, glass houses, staff rooms, water tanks, yards, stock handling structures, silage pits, fodder and grain storages, pergolas, poly-tunnels, park furniture, car parks, roads, pathways, work sheds, information boards, benches, landscape features and site furniture. Fences may include weld mesh, picket, post and wire, brick, and hedges.</p> | <p><b>Learning experiences for the HSC must address:</b></p> <p>A range of structures and facilities.</p>   |
|   | 1.2 <b>Property infrastructure and resources</b> are checked for correct operation, minor maintenance needs and damage.                       | <p>What <b>property infrastructure and resources</b> might be relevant to this standard?</p> <p>This may include drains and drainage systems, waterways and water supply systems, dams, roads, tracks, soil conservation works, car parks, vegetation, windbreaks, paths, silage pits and loading bays. Drains may include agricultural drains, spoon or swale drains and culverts. Water supply may include irrigation systems, dams and troughs.</p>  | <p><b>Learning experiences for the HSC must address:</b></p> <p>A range of property infrastructures and resources.</p>  |
|   | 1.3 <b>Maintenance plan</b> is confirmed according to supervisor's instructions and <b>enterprise requirements</b> .                          | <p>What information may be included in a <b>maintenance plan</b>?</p> <p>This may include specific intervals and procedures for maintenance procedures, designated work tasks, routine servicing procedures, instructions for pre-start and safety</p>  | <p><b>Learning experiences for the HSC must address:</b></p> <p>Information to be included in a maintenance plan:</p> <ul style="list-style-type: none"> <li>• specific intervals and procedures for maintenance procedures</li> <li>• designated work tasks</li> <li>• routine servicing procedures</li> </ul> |

| Element | Performance Criteria   | Range of Variables  | HSC Requirements and Advice  |
|---------|--|---|--|
|         |  | <p>checks, repair requirements, current operational details, tools, parts and supplies allocated for use, instructions for cleaning and disposal of waste and contaminants, supervisors instructions, timeframe for work completion, and reporting requirements.</p> <p>What <b>enterprise requirements</b> may apply to this standard?</p> <p>This may include local building codes, Australian Quality Standards, Standard Operating Procedures (SOPs), industry standards, work notes, product labels, manufacturers specifications, Material Safety Data Sheets (MSDSs), operator and emergency procedures manuals, technical information, enterprise policies and procedures (waste disposal, recycling and re-use guidelines), supervisors oral or written instructions and reporting requirements.</p> | <ul style="list-style-type: none"> <li>• instructions for pre-start and safety checks</li> <li>• repair requirements</li> <li>• current operational details</li> <li>• tools</li> <li>• parts and supplies allocated for use</li> <li>• instructions for cleaning and disposal of waste and contaminants</li> <li>• supervisor’s instructions</li> <li>• the timeframe for work completion</li> <li>• reporting requirements.</li> </ul> <p>Sources of advice regarding enterprise requirements when carrying out maintenance of properties and structures:</p> <ul style="list-style-type: none"> <li>• local building codes</li> <li>• Australian Quality Standards</li> <li>• Standard Operating Procedures (SOP)</li> <li>• product labels</li> <li>• manufacturer’s specifications</li> <li>• Material Safety Data Sheets (MSDS)</li> <li>• supervisor’s instructions.</li> </ul> |
| 2       | <p>Select and prepare tools, equipment and materials</p> <p>2.1 <b>Tools, equipment and materials</b> appropriate to the job requirements are selected and checked for serviceability according to manufacturers specifications.</p> | <p>What <b>tools, equipment and materials</b> may be used?</p> <p>This may include hand or small power tools, cutting tools, and measuring equipment. Structural finishes may require paint or stains. Cladding maintenance may require corrugated iron, weatherboards, glass, shade cloth, plastic or cement sheeting. Concrete tools and equipment may also be required.</p> <p>What <b>enterprise requirements</b> may apply to this standard?</p> <p>This may include local building codes, Australian Quality Standards, Standard Operating Procedures (SOPs), industry standards, work notes, product labels, manufacturers specifications, Material Safety Data Sheets (MSDSs), operator and emergency procedures manuals, technical information, enterprise policies and procedures (waste</p>        | <p><b>Learning experiences for the HSC must address:</b></p> <p>Selection of tools, equipment and materials appropriate to work task:</p> <ul style="list-style-type: none"> <li>• tools and equipment including <ul style="list-style-type: none"> <li>– hand or small power tools</li> <li>– cutting tools</li> <li>– measuring equipment</li> <li>– concrete tools and equipment</li> </ul> </li> <li>• materials including <ul style="list-style-type: none"> <li>– paints</li> <li>– stains</li> <li>– corrugated iron</li> <li>– weatherboards</li> <li>– glass</li> <li>– shade cloth</li> <li>– plastic</li> <li>– cement sheeting</li> </ul> </li> </ul> <p>Characteristics, capabilities and limitations of materials, equipment and tools.</p>  |

| Element | Performance Criteria  | Range of Variables   | HSC Requirements and Advice  |
|---------|---|--|--|
|         |   | disposal, recycling and re-use guidelines), supervisors oral or written instructions and reporting requirements.   | A basic understanding of building cladding and finishes including: <ul style="list-style-type: none"> <li>• types</li> <li>• purpose</li> <li>• use.</li> </ul>  |
|         | 2.2 Faulty or unsafe tools are identified and segregated for repair or replacement and reported according to enterprise requirements.                     |  |  |
|         | 2.3 Existing and potential <b>hazards</b> to health and safety are identified, assessed and reported according to <b>OHS</b> and enterprise requirements. | <p>What <b>hazards</b> may be associated with maintenance activities?</p> <p>Workplace hazards may include exposure to loud noise and fumes, solar radiation, dust and hazardous substances. It may also include oil and grease spills and electricity while using powered tools.</p> <p>What <b>OHS</b> requirements may be relevant to this standard?</p> <p>Systems and procedures for:</p> <ul style="list-style-type: none"> <li>• the safe operation of tools and equipment</li> <li>• maintenance and repair methods</li> <li>• identifying and reporting hazards</li> <li>• safe lifting, carrying and manual handling</li> <li>• the safe handling and storage of hazardous substances</li> <li>• the appropriate use of personal protective equipment</li> <li>• outdoor work including protection from solar radiation</li> <li>• working at heights, e.g., from a ladder</li> <li>• working in confined spaces</li> <li>• protection from hazardous noise, organic and other dusts.</li> </ul> | <p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of potential hazards associated with maintenance activities including:</p> <ul style="list-style-type: none"> <li>• loud noise</li> <li>• fumes</li> <li>• solar radiation</li> <li>• dust</li> <li>• hazardous substances</li> <li>• oil and grease spills</li> <li>• electricity</li> <li>• unsafe tools and equipment</li> <li>• exposed moving machinery parts</li> <li>• heights</li> <li>• inappropriate use of tools and equipment</li> <li>• poor manual handling.</li> </ul> <p>A basic understanding of risk assessment:</p> <ul style="list-style-type: none"> <li>• identify hazards</li> <li>• assess associated risks</li> <li>• strategies to control/eliminate risks.</li> </ul> <p>Safe work practices for:</p> <ul style="list-style-type: none"> <li>• operation of tools and equipment</li> <li>• maintenance and repair methods</li> <li>• identifying and reporting hazards</li> <li>• lifting, carrying and manual handling</li> <li>• handling and storage of hazardous substances</li> <li>• appropriate use of personal protective equipment (PPE)</li> <li>• outdoor work</li> <li>• working on ladders</li> </ul> |

| Element | Performance Criteria                 | Range of Variables  | HSC Requirements and Advice   |
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|         |                                      |   | <ul style="list-style-type: none"> <li>working in confined spaces</li> <li>protection from hazardous noise and dust</li> <li>protection of the environment (environmentally-friendly work practices).</li> </ul>  |
| 3       | <p>Carry out routine maintenance</p> | <p>3.1 Suitable <b>personal protective equipment</b> is selected, used, maintained and stored according to OHS requirements.</p> <p>What <b>personal protective equipment</b> may be relevant to this standard?</p> <p>This may include boots, hat/hard hat, overalls, gloves, protective eyewear, safety harness, hearing protection, respirator or facemask, and sun protection.</p> <p>What <b>OHS</b> requirements may be relevant to this standard?</p> <p>Systems and procedures for:</p> <ul style="list-style-type: none"> <li>the safe operation of tools and equipment</li> <li>maintenance and repair methods</li> <li>identifying and reporting hazards</li> <li>safe lifting, carrying and manual handling</li> <li>the safe handling and storage of hazardous substances</li> <li>the appropriate use of personal protective equipment</li> <li>outdoor work including protection from solar radiation</li> <li>working at heights, e.g., from a ladder</li> <li>working in confined spaces</li> <li>protection from hazardous noise, organic and other dusts.</li> </ul> <p>3.2 <b>Routine maintenance</b> to structures and surroundings is carried out according to the maintenance plan and enterprise requirements.</p> <p>What may be involved in carrying out <b>routine maintenance</b>?</p> <p>Routine maintenance may include assisting in the erection of simple property structures, identifying and repairing damage or applying treatments to building cladding and structural finishes, checking fences and repairing holes or other damage, checking paths, tracks and roadways for potholes, weeding and undertaking</p> | <p><b>Learning experiences for the HSC must address:</b></p> <p>Selection, use, maintenance and storage of PPE appropriate to work tasks.</p> <p>A range of PPE including:</p> <ul style="list-style-type: none"> <li>footwear</li> <li>head protection – hard hat, sun hat and helmet</li> <li>gloves</li> <li>overalls</li> <li>apron</li> <li>respirator</li> <li>hearing protection</li> <li>eye protection – goggles, safety glasses and face guard</li> <li>sunscreen</li> <li>waterproof clothing.</li> </ul> <p>Importance of correct fitting PPE.</p> <p>Maintenance of PPE according to manufacturer’s instructions and enterprise SOP:</p> <ul style="list-style-type: none"> <li>cleaning and decontamination</li> <li>correct storage</li> <li>regular checks for damage</li> <li>repair/replacement of worn, malfunctioning or damaged equipment/parts</li> <li>disposal of single-use equipment.</li> </ul> <p><b>Learning experiences for the HSC must address:</b></p> <p>Routine maintenance including:</p> <ul style="list-style-type: none"> <li>identifying and repairing damage or applying treatments to building cladding and structural finishes</li> <li>checking fences and repairing holes or other damage</li> <li>checking paths, tracks and roadways for potholes</li> </ul> |

| Element                           | Performance Criteria  | Range of Variables   | HSC Requirements and Advice   |
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|                                   |   | <p>effective drainage and minor repairs. It may also include checking water supplies for correct operation and pollution, and carrying out repairs and maintenance as required.</p> <p>What <b>structures and facilities</b> might be relevant to this standard?</p> <p>This may include buildings, greenhouses, igloos, potting houses, shade houses, sheds, cool rooms, glass houses, staff rooms, water tanks, yards, stock handling structures, silage pits, fodder and grain storages, pergolas, poly-tunnels, park furniture, car parks, roads, pathways, work sheds, information boards, benches, landscape features and site furniture. Fences may include weld mesh, picket, post and wire, brick, and hedges.</p> <p>What information may be included in a <b>maintenance plan</b>?</p> <p>This may include specific intervals and procedures for maintenance procedures, designated work tasks, routine servicing procedures, instructions for pre-start and safety checks, repair requirements, current operational details, tools, parts and supplies allocated for use, instructions for cleaning and disposal of waste and contaminants, supervisors instructions, timeframe for work completion, and reporting requirements.</p> | <ul style="list-style-type: none"> <li>• weeding</li> <li>• undertaking effective drainage and minor repairs</li> <li>• checking water supplies for correct operation and pollution</li> <li>• carry out repairs.</li> </ul> <p>Safe operation/use of tools and equipment.</p> <p>Principles and characteristics of team building and effective teamwork.</p> |
|                                   | 3.3 Minor repairs to building cladding, and treatments to structural finishes, are carried out as required to minimise deterioration. |  |   |
| 4 Complete maintenance activities | 4.1 Worksite, tools and materials are cleaned, returned to operating order, and stored according to OHS and enterprise requirements.  | <p>What <b>tools, equipment and materials</b> may be used?</p> <p>This may include hand or small power tools, cutting tools, and measuring equipment. Structural finishes may require paint or stains. Cladding maintenance may require corrugated iron, weatherboards, glass, shade cloth, plastic or cement sheeting. Concrete tools and equipment may also be required.</p>   |   |

| Element | Performance Criteria   | Range of Variables   | HSC Requirements and Advice  |
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|         | <p>4.2 Unwanted materials and waste from maintenance activities is collected, treated and disposed or recycled according to enterprise, OHS and <b>environmental</b> requirements.</p> | <p>What <b>OHS</b> requirements may be relevant to this standard?</p> <p>Systems and procedures for:</p> <ul style="list-style-type: none"> <li>• the safe operation of tools and equipment</li> <li>• maintenance and repair methods</li> <li>• identifying and reporting hazards</li> <li>• safe lifting, carrying and manual handling</li> <li>• the safe handling and storage of hazardous substances</li> <li>• the appropriate use of personal protective equipment</li> <li>• outdoor work including protection from solar radiation</li> <li>• working at heights, e.g., from a ladder</li> <li>• working in confined spaces</li> <li>• protection from hazardous noise, organic and other dusts.</li> </ul> <p>What <b>enterprise requirements</b> may apply to this standard?</p> <p>This may include local building codes, Australian Quality Standards, Standard Operating Procedures (SOPs), industry standards, work notes, product labels, manufacturers specifications, Material Safety Data Sheets (MSDSs), operator and emergency procedures manuals, technical information, enterprise policies and procedures (waste disposal, recycling and re-use guidelines), supervisors oral or written instructions and reporting requirements.</p> <p>What positive <b>environmental</b> procedures may be applied?</p> <p>The safe and environmentally responsible disposal of maintenance debris and waste.</p> | <p><b>Learning experiences for the HSC must address:</b></p> <p>Safe and environmentally responsible disposal of maintenance debris and waste according to:</p> <ul style="list-style-type: none"> <li>• enterprise</li> <li>• occupational health and safety (OHS) requirements</li> <li>• environmental requirements.</li> </ul>                           |
|         | <p>4.3 <b>Relevant information</b> is documented according to industry, enterprise requirements and OHS requirements.</p>  | <p>What <b>relevant information</b> may be documented?</p> <p>This may include the use and performance of tools and equipment, operational faults or malfunctions, completed maintenance, repair tasks and outcomes, and hazard and incident reports.</p>  | <p><b>Learning experiences for the HSC must address:</b></p> <p>Documentation methods for:</p> <ul style="list-style-type: none"> <li>• use and performance of tools and equipment</li> <li>• operational faults or malfunctions</li> <li>• completed maintenance</li> <li>• repairing tasks and outcomes</li> <li>• hazard and incident reports.</li> </ul> |

## What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where

0 = not required      1 = perform the process      2 = perform and administer the process      3 = perform, administer and design the process

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|--|--|
| 1. How can <b>communication of ideas and information (1)</b> be applied?       | Ideas and information with regard to equipment operation, safety procedures and their application may be discussed with work colleagues or the supervisor.           |
| 2. How can <b>information be collected, analysed and organised (1)</b> ?       | Information with regard to the performance of equipment and completed repair and maintenance, may be detailed and organised by reports for analysis.                 |
| 3. How are <b>activities planned and organised (1)</b> ?                       | Activities involving the maintenance, cleaning and storing of machinery and equipment may be planned and coordinated around work schedules or sequenced as required. |
| 4. How can <b>team work (1)</b> be applied?                                    | In the application of methods and procedures to effectively complete scheduled maintenance projects within timeframes.   |
| 5. How can the use of <b>mathematical ideas and techniques (1)</b> be applied? | Basic mathematical techniques may be applied in the estimation and calculation of materials requirements.  |
| 6. How can <b>problem-solving skills (1)</b> be applied?                       | Equipment faults or malfunctions will need to be arranged for repair or replacement to minimise disruption to work schedules.  |
| 7. How can the <b>use of technology (1)</b> be applied?                        | Technology may be used to communicate, measure and record information.   |