

## Indicative Micro Credential content

The Level 2 is for people who are interested in working in the flooring trades but may not yet have a job or may be in a 90-day trial. Below is an indicative draft of the proposed skills knowledge and capabilities.

### Level 2 Introduction to flooring

The purpose of this micro-credential is to prepare people for an apprenticeship in the flooring trades.

Graduates will be able to work under close supervision doing entry level tasks, understand the tools and techniques used in flooring trades, be familiar with installation methods and work safely.

#### Core skills, knowledge, and capabilities

Understand best practice and good practice guidelines in flooring trades operations

Work safely and understand Health & Safety practices

Use tools, plant, and equipment for flooring trades

- Safe use of hand tools
- Set up and safely use power tools

Communicate effectively with own team

Introduction to flooring products and installation methods

- Commercial and residential resilient flooring products
- Bonded and conventional carpet
- Timber and composite flooring
- Flooring surface preparation
- Safe storage and handling of floor coverings and accessories

#### Example

Best practice and good practice guidelines

- FloorNZ. (2019). Carpet Floor Coverings Planning and Installation.
- FloorNZ. (2019). Resilient Floor Coverings Planning and Installation.
- The Absolutely Essential Health and Safety Toolkit for Small Construction Sites

Identify tools and their purpose

Use of guards and electrical safeguards

Clean and store tools, identify damage to tools

Load and unload tools from van

Appropriate methods of communication, working as part of a team

Have a broad understanding of products, installation methods, and safe work practices for common flooring trades

Demonstrate elementary practical skills under close supervision

Level 3 is the next step in preparing for an apprenticeship or developing competence as a labourer. Below is an indicative draft of the proposed skills knowledge and capabilities.

### Level 3

The purpose of is to build independence as a flooring trade worker in preparation for an apprenticeship.

Graduates will be able to work as a pre-trade labourer under supervision, communicate with clients and other trades, conduct themselves in a professional manner, understand relevant legislation, contribute to preparing a site for the installation of flooring, and be familiar with the installation methods of one or more flooring trades.

In addition to the core skills learners will choose one installation strand (next page).

Core skills, knowledge, and capabilities	Example
Communicate effectively with clients and other trades	Plan and coordinate own tasks, work effectively with parties, establish work activities, priorities
Make measurements and calculations for flooring plan operations	Use a tape measure to measure a room / product Apply ratios for mixing products Read a scale drawing
Maintain commercial standards under supervision <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Working with hazardous substances</li> <li>• Installation practices</li> </ul>	The requirements for undertaking work to a commercial standard The workplace procedures required to assure quality of work to a commercial standard The connection between workplace procedures and standards of practice in the trade <ul style="list-style-type: none"> <li>• Health and Safety at Work Act 2015</li> <li>• Hazardous Substances and New Organisms Act 1996</li> <li>• AS/NZS 2455.1:2007 Textile floor coverings – Installation practice</li> <li>• NZS AS 1884:2013 Floor coverings – Resilient sheet and tiles – Installation practices</li> <li>• Code of Practice for the Management and Removal of Asbestos</li> </ul> Do a risk assessment and identify hazards <ul style="list-style-type: none"> <li>• Procedures for Asbestos and Silica</li> </ul>
Site preparation work prior to installation of carpet, resilient, timber, or composite flooring	Removal of existing floor coverings, coatings, and contaminants from substrate surfaces Cleaning the site and safe disposal methods Substrate remediation - minor maintenance and fixes.
Demonstrate knowledge of surface preparation principles	Mechanical preparation using a grinder, level, and straight edge

**Proposed Level 3 strands**

<b>One of the following optional strands will be selected.</b>	
<i>Carpet Installation strand</i>	
Install conventional and bonded carpet to manufacturer specifications	Work under supervision to: -Install carpet underlay -Cut, prepare, seam and edge carpets -Install edge trims
OR	
<i>Resilient flooring installation strand</i>	
Install resilient flooring to meet manufacturers specifications	Work under supervision to: -Install underlayment systems -Cut, prepare, seam, and install, plain and patterned resilient flooring on a horizontal surface -Form coving
OR	
<i>Timber and composite flooring installation strand</i>	
Install timber and composite flooring by bonded method to meet manufacturers specifications	Work under supervision to: -Install underlayment -Cut, fit, form, join and use adhesives to install timber and composite flooring on a horizontal surface -Finish edges
OR	
<i>Floating floor installation strand</i>	
	Work under supervision to: -a -b
OR	
<i>Carpet tiles installation strand</i>	
	Work under supervision to: -a -b