



CATAPULT

TLIB0012

Maintain and use hand tools

Table of Contents (Extract)

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For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/TLIB0012/>

Trainer/assessor guide

TLIB0012

Maintain and use hand tools

Welcome to this unit of study

This unit involves the skills and knowledge required to maintain and use hand tools in accordance with workplace procedures and safe working codes of practice across a variety of operational workplace contexts within the transport and logistics industry.

It includes selecting and using hand tools to complete workplace tasks, maintaining basic hand tools in accordance with manufacturer instructions, and securing and storing hand tools in accordance with workplace procedures.

Work is performed under some supervision, generally within a team environment.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Select and use hand tools.....	5
Correct tools are chosen to complete workplace tasks	5
Appropriate personal protection equipment (PPE) is selected and used to minimise personal injury risk	9
Hand tools are used in accordance with manufacturer specifications or workplace procedures to prevent damage and personal injury	11
Check your understanding	13
Topic 2: Maintain hand tools.....	15
Hand tools are cleaned and maintained in accordance with manufacturer specifications and/or local instructions to ensure correct ongoing functionality	15
Unserviceable tools are repaired, replaced or reported to relevant personnel to ensure correct functionality.....	18
Check your understanding	21
Topic 3: Secure and store hand tools	23
Tools are transported in a safe, secure, efficient manner to minimise risk of injury to personnel and damage to equipment.....	23
Tools are stored and secured according to manufacturer or workplace procedures to prevent damage to, and losses of, equipment	25
Check your understanding	27
Topic 4: Additional Information.....	29
Workplace emergency procedures.....	29
References.....	32
Assessment workbook	33
Unit information	35
What is competency-based assessment?.....	36
How will my competency be assessed?.....	37
Assessment agreement.....	38
Foundation skills checklist.....	39
Skills recognition.....	40
Topic 1: Select and use hand tools.....	41
Topic 2: Maintain hand tools.....	42
Topic 3: Secure and store hand tools	43
Knowledge questions	44
Topic 1: Select and use hand tools.....	45
Topic 2: Maintain hand tools.....	51
Topic 3: Secure and store hand tools	55
Topic 4: Specific knowledge evidence.....	57
Projects	59

Practical assessment	63
Overview	63
Instructions for the learner	65
Learner agreement	66
Instructions for trainer/assessor or third party	67
Third party evidence collection agreement	68
Practical demonstration	69
Simulations	70
Completion record	81
Unit mapping	82
Trainer/assessor instructions and requirements	85

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Select and use hand tools
- » Maintain hand tools
- » Secure and store hand tools
- » Additional Information

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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