



Australian Government

Department of Education, Employment and Workplace Relations

LMFBA3007A Construct wood weave style blinds

Revision Number: 1

LMFBA3007A Construct wood weave style blinds

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to construct wood weave style blinds
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Application of the Unit

Application of the unit	<p>This unit applies to the skills and knowledge required to construct wood weave style blinds. The unit applies in a workplace environment and may be conducted in small to large scale enterprises.</p> <p>Applications may involve some responsibility for others. Participation in teams including group or team coordination may be involved.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish work requirements and prepare for work	<p>1.1. OHS requirements, legislative requirements, and workplace practices are observed throughout the work</p> <p>1.2. Personal protective equipment is selected and used</p> <p>1.3. Style of blind is identified from work order</p> <p>1.4. Tools and equipment are selected and checked for safe operation</p> <p>1.5. Materials are selected from stock and checked against work requirements</p> <p>1.6. Materials are checked for flaws</p>
2. Lay out, mark and cut materials	<p>2.1.1. Material is laid out and marked</p> <p>2.1.2. Material is cut</p>
3. Construct blind	<p>3.1. Wood is woven to form skin of blind</p> <p>3.2. Head and bottom rails are attached to blind</p> <p>3.3. Cords are attached to blind</p> <p>3.4. Blind is finished according to work instructions</p> <p>3.5. Child safety mechanisms are selected and attached</p>
4. Apply quality checks	<p>4.1. Finished blinds are checked ensuring end finishing and final length of finished blinds match work requirements</p> <p>4.2. Finished blind is tested for correct operation</p> <p>4.3. Parts of the work that do not comply with work order are repaired or re-worked</p>
5. Complete work	<p>5.1. Finished work is protected and stored following workplace practices</p> <p>5.2. Tools and equipment are cleaned, maintained and stored</p> <p>5.3. Faulty tools and equipment are reported to appropriate personnel</p> <p>5.4. Work area is cleaned and waste is disposed of according to workplace procedures</p> <p>5.5. Workplace documentation or reporting is completed</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- read and understand documentation
- ask questions to gain information
- complete standardised workplace documentation
- work with others and in a team to construct folding arm style awnings
- use pre-checking and inspection techniques to anticipate production problems, avoid re-working and wastage
- test systems and make adjustments
- select appropriate solutions to problems
- adapt to new situations
- discuss initiatives with colleagues
- initiate solutions to problems
- plan and organise own work, including preparation and planning of work and obtaining equipment and materials to avoid backtracking
- manage own time and prioritise own work
- assess own skills and knowledge
- take responsibility
- apply quality practices
- adapt to new skill requirements
- apply reflective skills
- use workplace technology related to constructing folding arm style awnings, including specified tools, equipment, calculators and measuring devices

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the full range of processes for constructing wood weave blinds
- organisational and workplace standards, requirements, policies and procedures for constructing wood weave blinds
- reading and interpreting workplace documents, including work orders, work instructions and operator instructions
- environmental protection requirements relating to the disposal of waste material
- established lines of communication and protocols
- types of tools and equipment used to construct wood weave blinds and procedures for their safe use, operation and maintenance
- terms used to describe components of wood weave style blinds
- characteristics of timber used in wood weave style blinds
- storage systems and labelling
- procedures for the recording, reporting and maintenance of workplace records and

REQUIRED SKILLS AND KNOWLEDGE

information

- mathematical techniques for estimation and measurement of materials

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Interpret work order, locate materials and use information to complete tasks in constructing wood weave style blinds
- Apply safe handling practices and safe operating procedures for equipment, products and materials to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
- Identify materials and equipment used in constructing wood weave style blinds
- Select, set up and maintain equipment in accordance with manufacturer specifications and workplace practices
- Communicate and work with others in the work area
- Report process for materials faults, damaged products or equipment
- Cut wood accurately according to work order
- Construct a minimum of two wood weave style blinds; one roman style, one roll up style

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge and skills may be conducted in workplace or simulated workplace environments
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to constructing wood weave blinds
 - workplace practices including standard operating procedures and work instructions for constructing wood weave blinds

Method of assessment

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of

EVIDENCE GUIDE

required knowledge and skills

Assessment methods should be by direct observation of tasks and include questioning on required knowledge and skills to ensure its correct interpretation and application

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OHS requirements	<ul style="list-style-type: none"> include Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include the use of personal protective equipment, fire fighting equipment, first aid equipment, hazard and risk control and elimination of hazardous materials and substances, manual handling including lifting and carrying.
Legislative requirements	<ul style="list-style-type: none"> include applicable legislation from all levels of government that affect organisational operation. Requirements may include award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage
Workplace practices	<ul style="list-style-type: none"> may include legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines), tolerances, following manufacturer instructions and specifications
Personal protective equipment	<ul style="list-style-type: none"> includes safety glasses/goggles, hearing protection, safety footwear, protective clothing and head wear, respiratory protection
Style	<ul style="list-style-type: none"> may be roman or roll up style
Work order	<ul style="list-style-type: none"> includes quotations for work, job cards, customer orders

RANGE STATEMENT	
	<ul style="list-style-type: none"> specifications including design, size, colour and quantity
Materials	<ul style="list-style-type: none"> includes threads, bamboo, basswood
Tools and equipment	<ul style="list-style-type: none"> includes saws, needles, cutting bench,
Laid out	<ul style="list-style-type: none"> wood should be laid out flat and square on a cutting bench large enough to take the full width of the wood
Work instructions	<ul style="list-style-type: none"> includes instructions for constructing wood weave roman style blinds and wood weave roll up style blinds
Child safety mechanisms	<ul style="list-style-type: none"> as required by legislation or code of practice
Tested	<ul style="list-style-type: none"> within limits of normal operation
Appropriate personnel	<ul style="list-style-type: none"> includes assessors, trainers, supervisors, maintenance officer or manager or any other person responsible for your work activity
Waste	<ul style="list-style-type: none"> may include wood, hardware waste removal should be in accordance with workplace practices and environmental legislation covering disposal of industrial waste
Workplace documentation	<ul style="list-style-type: none"> may include time sheets, customer care cards, work orders, reports

Unit Sector(s)

Unit sector	Blinds and awnings
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		