



Australian Government

Department of Education, Employment and Workplace Relations

LMFSF2013B Dress windows

Revision Number: 1

LMFSF2013B Dress windows

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to decoratively install and adjust window finishings.
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Application of the Unit

Application of the unit	
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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

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify window finishings to be installed	1.1.Type of window finishings to be fitted and work order requirements are identified 1.2.Materials and tools are identified from work instructions and, where necessary, site inspection 1.3.The effect of the fitting process on overall finished window is identified
2. Plan process for dressing window	2.1.OHS requirements, including ergonomic criteria and personal protection needs, are observed throughout the work 2.2.Appropriate equipment is identified to minimise risks of damage to customers premises or injuries to self 2.3.Manufacturers' information on products used is located and used to plan work 2.4.Decorator's specifications (if any) are used to plan work 2.5.Attachment process is planned to conform to quality requirements, minimise time, economically use materials and maximise appearance of the finished work 2.6.Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition
3. Complete fitting operations	3.1.Backing is attached, where appropriate, to the curtain using appropriate fittings 3.2.Required number of glides are identified, matched between window finishing and tracks and added or removed as required 3.3.Curtains are attached to tracks and checked for smooth and even operation and hanging 3.4.Curtain height and floor clearance is checked and compared to work order requirement 3.5.Pelmets, valances, swags, pull-backs or tie-back holders are fitted using appropriate hardware and adjusted for fall, neatness and appearance 3.6.Where required, pleats are folded and tied to maintain required pleating
4. Clean work area	4.1.Work site and any equipment used is cleaned and stored appropriately

ELEMENT	PERFORMANCE CRITERIA
	4.2. Unserviceable equipment is tagged, faults are identified and appropriate personnel are informed 4.3. Completed work is inspected and compared to workplace quality requirements 4.4. Fittings and curtains which do not meet quality specifications are repaired on-site or returned to the workroom for repair 4.5. Appropriate documentation or reporting is completed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using co-operative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, avoid wastage and estimate material requirements
- use pre-checking and inspection techniques to anticipate window dressing problems, avoid re-working and wastage
- use workplace technology related to the dressing of windows, including tools, equipment, calculators and measuring devices

Required knowledge

- window dressing and fitting materials and techniques
- identification of equipment, processes and procedures
- workflow in relation to fitting curtains, valances, swags and other window treatments

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 of evidence

- Interpret work order and locate and apply relevant information
- Apply safe handling practices for equipment, products and materials
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Install at least four different types of window dressings, which must include curtains and tie-backs
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Resource implications

Curtains, tracks, decorative window finishings, tools and equipment, appropriate quality specifications and instructions.

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

Context of assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

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.

Unit context	<ul style="list-style-type: none"> • OHS requirements may include legislation, building codes, material safety management systems, hazardous and dangerous goods codes and local safe operating procedures or equivalent • Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements • Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the installation and adjustment of window finishings. This may be demonstrated either individually or in a team environment.
Window finishings may include:	<ul style="list-style-type: none"> • curtains • sheers • swags • pelmets • valances • tie-backs and hold-backs
Tools and equipment may include, but are not limited to:	<ul style="list-style-type: none"> • hand or power operated tools • including drills • hammers • screwdrivers
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures	<ul style="list-style-type: none"> • Machine manufacturer specifications and operational procedures • Workplace procedures relating to the setting and operation of machinery • Work instructions, including job sheets, plans,

RANGE STATEMENT	
	drawings and designs <ul style="list-style-type: none"> • Workplace procedures relating to reporting and communication

Unit Sector(s)

Unit sector	Soft Furnishing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		