



**Australian Government**

# **MSFBA2007 Construct plastic and timber Venetian-style blinds**

**Release: 1**

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## Modification History

Release 1 - New unit of competency

## Application

This unit of competency covers constructing plastic and timber Venetian-style blinds. It applies to small to large scale enterprises.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

## Competency Field

## Unit Sector

Blinds and awnings

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Establish work requirements and prepare for work	1.1	Work health and safety (WHS) requirements, legislative requirements and workplace practices are observed throughout the work
		1.2	Personal protective equipment is selected and used
		1.3	Work order is reviewed, confirmed and clarified with appropriate personnel
		1.4	Materials, hardware and fixings are selected and checked against work orders
2	Measure, mark and cut slats	2.1	Slats are measured to length, marked and cut
		2.2	Cord holes are accurately punched in slats
		2.3	Slats are finished as required according to work order
3	Assemble blind	3.1	Head rail components, bottom rails and tilt rod are

- selected and cut
- 3.2 Head rails are assembled according to manufacturer instructions or workplace practices
  - 3.3 Correct spacing according to spacing charts for Venetian-style blind slats is determined
  - 3.4 Cords and ladder braids are selected and attached to head rail components
  - 3.5 Hardware is attached according to work instructions
  - 3.6 Slats are threaded through ladder tapes
  - 3.7 Measuring tape is used to confirm final size and blind adjusted
  - 3.8 Bottom rail is attached to blind
  - 3.9 Cords are threaded through slats and attached
  - 3.10 Child safety mechanisms as required by legislation or codes of practice are selected and attached
- 4 Make quality checks
    - 4.1 Finished blind is checked ensuring length, width, slat size and colour match work order
    - 4.2 Finished blind is tested within limits of correct operation for correct operation and parts of the work that do not comply with work order are repaired or re-worked
- 5 Complete work
    - 5.1 Finished work is cleaned, protected and stored following workplace practices
    - 5.2 Tools and equipment are cleaned, maintained and stored
    - 5.3 Faulty tools and equipment are reported to appropriate personnel
    - 5.4 Work area is cleaned and waste is disposed of in accordance with workplace practices and environmental legislation covering disposal of industrial waste
    - 5.5 Workplace documentation is completed

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

## Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

### **WHS requirements include:**

- Commonwealth, state or territory legislation and regulations
- organisational safety policies and procedures
- the use of personal protective equipment and clothing
- firefighting equipment
- first aid equipment
- hazard and risk control and elimination of hazardous materials and substances
- manual handling, including lifting and carrying

### **Legislative requirements include:**

- applicable legislation from all levels of government that affect organisational operation
- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- the environment
- equal employment opportunity (EEO)
- anti-discrimination
- relevant industry codes of practice
- duty of care and heritage

### **Workplace practices 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

	<ul style="list-style-type: none"><li>• access and equity principles and practices</li><li>• equipment use, maintenance and storage</li><li>• environmental management (waste disposal, recycling and re-use guidelines)</li><li>• tolerances</li><li>• following manufacturer instructions</li></ul>
<b>Personal protective equipment includes:</b>	<ul style="list-style-type: none"><li>• safety glasses/goggles</li><li>• hearing protection</li><li>• safety footwear</li><li>• protective clothing</li><li>• respiratory protection</li></ul>
<b>Work order includes:</b>	<ul style="list-style-type: none"><li>• customer order forms</li><li>• job cards</li><li>• quotations for work</li><li>• worksheets</li><li>• specifications, including design, size, colour and quantity</li></ul>
<b>Appropriate personnel include:</b>	<ul style="list-style-type: none"><li>• supervisors</li><li>• suppliers</li><li>• clients</li><li>• colleagues</li><li>• managers or any person responsible for the work activity</li></ul>
<b>Materials include:</b>	<ul style="list-style-type: none"><li>• plastic</li><li>• timber</li></ul>
<b>Hardware and fixings include:</b>	<ul style="list-style-type: none"><li>• ladder braid</li><li>• cord</li><li>• head rails</li><li>• rollers</li><li>• cord locks</li><li>• tilt mechanisms</li><li>• tilt rods</li><li>• wands</li><li>• acorns</li><li>• trumpets</li><li>• motors</li></ul>
<b>Punching includes:</b>	<ul style="list-style-type: none"><li>• use of single or multi-stage punching machines</li></ul>
<b>Finishing includes:</b>	<ul style="list-style-type: none"><li>• lacquering</li><li>• oiling</li><li>• painting</li><li>• staining</li></ul>
<b>Head rail components</b>	<ul style="list-style-type: none"><li>• rollers</li><li>• cord lock</li></ul>

- include:**
- tilt mechanisms
- Manufacturer instructions include:**
- written instruction booklets or instructions on the hardware or packaging
- Work instructions include:**
- instructions for the construction of plastic or timber Venetian-style blinds
- Waste includes:**
- plastic
  - metal
  - timber
- Documentation includes:**
- time sheets
  - customer care cards
  - work orders
  - reports

## Unit Mapping Information

Supersedes and is equivalent to LMFBA2008A Construct plastic and timber Venetian style blinds

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>