



Australian Government

**MSFBA2008 Construct aluminium
Venetian-style blinds**

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers constructing aluminium Venetian-style blinds. It applies in 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 orders are checked and confirmed
		1.4	Tools and equipment are selected and checked for safe operation
		1.5	Aluminium solid or perforated coil stock, hardware and fixings are selected and checked against work order
2	Assemble blind	2.1	Head and bottom rails are selected, measured and cut
		2.2	Cords and ladder braids are selected, cut and attached to head rail

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|---|---------------------|---|
| | 2.3 | Hardware is attached to head and bottom rails |
| | 2.4 | Venetian blind machine is set up according to manufacturer instructions |
| | 2.5 | Headrail is attached to Venetian blind machine and the machine run to cut, punch and attach slats to head rail |
| | 2.6 | Blind is placed on hoist and bottom rail installed |
| | 2.7 | Ladders are crimped to final blind size |
| | 2.8 | Finishing hardware is installed |
| | 2.9 | Child safety mechanisms as required by legislation or code of practice are selected and attached |
| 3 | Make quality checks | 3.1 Finished blinds are checked ensuring length and width match work order |
| | | 3.2 Finished blind is tested within limits of normal operation for correct operation and parts of the work that do not comply with work order are repaired or re-worked |
| 4 | Complete work | 4.1 Finished work is cleaned, protected and stored following workplace practices |
| | | 4.2 Tools and equipment are cleaned, maintained and stored |
| | | 4.3 Faulty tools and equipment are reported to appropriate personnel |
| | | 4.4 Work area is cleaned and waste is disposed of in accordance with workplace practices and environmental legislation covering disposal of industrial waste |
| | | 4.5 Workplace documentation or reporting 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
- access and equity principles and practices
- equipment use, maintenance and storage
- environmental management (waste disposal, recycling and re-use guidelines)
- tolerances
- following manufacturer instructions

Personal protective

- safety glasses/goggles

- equipment includes:**
- hearing protection
 - safety footwear
 - protective clothing
 - respiratory protection
- Work orders include:**
- customer order forms
 - job cards
 - quotations for work
 - worksheets
 - specifications, including design, size, colour and quantity
- Hardware and fixings include:**
- head box components as specified by manufacturer
 - ladder braid
 - cord
 - head rails
 - rollers
 - cord locks
 - tile mechanism
 - tilt rods
 - Wands
 - acorns
 - trumpets
- Tools and equipment include:**
- pliers
 - scissors
 - cord threading needle
- Work instructions include:**
- instructions for the machining of the coil stock and construction of the blind
- Venetian blind machine includes:**
- a machine that crowns, runs and punches the aluminium coil stock. It automatically feeds the slat through the string tapes at each individual level
- Manufacturer instructions include:**
- written instruction booklets, instructions on the machine or verbal instructions on correct use
- Appropriate personnel include:**
- assessors
 - trainers
 - supervisors
 - team leader
 - maintenance officer
 - manager or any other person responsible for the work activity
- Waste includes:**
- metal
 - cord
 - braids

- Workplace documentation includes:**
- time sheets
 - customer care cards
 - work orders
 - reports

Unit Mapping Information

Supersedes and is equivalent to LMFBA2009A Construct aluminium 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>