



Australian Government

MSFBA3001 Install interior blinds

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers installation of interior blinds. It applies in an on-site residential or commercial environment.

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	Identify products, fittings and attachments to be used	1.1	Type of blind to be fitted and work order requirements are identified
		1.2	Type of installation and access to site where restrictions on access may determine equipment used are identified from work order or site inspection
		1.3	Mounting brackets, materials and tools are identified from work instructions and site inspection conducted in consultation with customer
2	Plan process for installing blinds	2.1	Customer is consulted to determine suitable day and time for installation
		2.2	Equipment is identified to minimise risk of damage to

- customer's premises or injuries to self
- 2.3 Work sequence is planned in a logical order
 - 2.4 Attachment process is planned to conform to quality requirements, maximise the appearance of the finished work and provide for the most economical use of materials and labour
 - 2.5 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
 - 2.6 Blind operating mechanism is set up and checked against manufacturer specifications and work instructions
- 3 Complete installation
- 3.1 Work health and safety (WHS) requirements, including personal protection needs, are observed throughout the work
 - 3.2 Blinds are fitted and tested within limitations of normal operation for correct operation
 - 3.3 Pelnets, cord brackets and pulleys are fitted using appropriate hardware and adjusted to suit blind operation
 - 3.4 Blind is checked for correct operation and adjusted or repaired if necessary
 - 3.5 Customer is advised on correct operation of blind
- 4 Complete job and clean work area
- 4.1 Worksite is cleaned and equipment is cleaned and stored according to workplace practices
 - 4.2 Rubbish is cleared and waste collected for disposal in accordance with workplace practices and environmental legislation covering disposal of industrial waste or recycling, as appropriate, in accordance with workplace practices
- 5 Settle payment
- 5.1 Customer is presented with invoice, payment collected and receipt issued
 - 5.2 Workplace documentation is completed and filed according to workplace procedures

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
- Types of blinds include:**
- Romans
 - Hollands
 - plastic Venetians
 - timber Venetians
 - aluminium Venetians
 - verticals
- Work orders include:**
- quotations for work
 - job cards
 - customer orders
- Type of installation includes:**
- installations into timber, plasterboard, masonry, bay windows, corners and doors
- Materials include:**
- screws
 - nails
 - bolts
 - masonry anchors
- Tools include:**
- screwdrivers
 - hammers
 - drills
 - ladders
- Work instructions include:**
- instructions for the installation of different styles of internal blinds
- Customers include:**
- home owners
 - real estate agents
 - tenants
 - body corporate representatives
- Equipment includes:**
- drop sheets
 - ladders
- Work sequence includes:**
- the steps for installation in a logical order to prevent backtracking
- Operating mechanism includes:**
- the operating mechanism appropriate to the style of blind being installed following manufacturer specifications and recommendations

Personal protection needs include:

- safety glasses
- hearing protection
- respiratory protection
- protective footwear
- written or verbal specifications

Manufacturer specifications include:**Waste includes:**

- textiles
- metals
- hardware
- timber
- masonry
- plaster
- dust

Payment includes:

- cash, cheque or credit card depending on workplace practices

Workplace documentation includes:

- time sheets
- customer care cards
- work orders
- reports
- receipts and invoices

Unit Mapping Information

Supersedes and is equivalent to LMFBA3001A Install interior blinds

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>