



Australian Government

Department of Education, Employment and Workplace Relations

LMFBA2004A Select and apply blinds and awnings hardware and fixings

Revision Number: 1

LMFBA2004A Select and apply blinds and awnings hardware and fixings

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to select hardware and other fixings in the manufacturing and installation of blinds and awnings.
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Application of the Unit

Application of the unit	<p>This unit applies to the skills and knowledge required to select and apply hardware and fixings for blinds and awnings construction and installation. The unit applies in a workplace and on-site environment and may be conducted in a small to large scale enterprises.</p> <p>Applications may include some complex or non routine activities involving individual responsibility or autonomy and/or collaboration with others through members of groups or teams</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. Plan and prepare work	<ul style="list-style-type: none">1.1.OHS requirements, legislative requirements and workplace practices1.2.Personal protective equipment are observed throughout the work1.3.Types of hardware and fixings are identified and selected for the work1.4.Tools and equipment for application are identified and checked for safe operation
2. Apply and/or fit and finish	<ul style="list-style-type: none">2.1.Hardware items are laid out ready for application2.2.Hardware and fixings are applied as required according to work instructions and workplace practices2.3.Work is checked against required quality standards
3. Finalise operation and maintain equipment	<ul style="list-style-type: none">3.1.Work area is cleaned and waste removed3.2.Waste and scrap materials are dealt with following workplace practices3.3.Hand and power tools and equipment are cleaned, maintained and stored in accordance with workplace practices3.4.Machinery is cleaned and left in safe mode3.5.Faulty and/or defective equipment is tagged and reported to appropriate personnel3.6.Unused hardware is collected and stored for reuse or disposal following workplace practices3.7.Workplace documentation in completed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communicate with site supervisor to:
 - confirm work orders and instructions
 - identify problems
 - report outcomes of selecting and applying hardware and fixings
- work with others and in a team to select and apply hardware and fixings
- use pre-checking and inspection techniques to anticipate production problems, avoid reworking and wastage
- participate in establishing new ideas and work specifications for selecting and applying hardware and fixings
- plan and organise activities, including the preparations and layout of the worksite and the obtaining of equipment and materials to avoid backtracking
- follow workplace induction principles
- accurately plan and organise own work activities
- adapt to new skill requirements
- use workplace technology related to selecting and applying hardware and fixings 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 selecting and applying hardware and fixings
- organisational and site standards, requirements, policies and procedures for applying hardware and fixings
- 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 apply hardware and fixings and procedures for their safe use, operation and maintenance
- characteristics of hardware and fixings and their use
- set up and operation of tools and equipment used for applying hardware and fixings
- storage systems and labelling
- procedures for the recording, reporting and maintenance of workplace records and information
- appropriate mathematical procedures for estimation and measurement

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 selecting and applying hardware and fixings
- 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 applying hardware and fixings
- Select, set up and maintain tools and equipment in accordance with manufacturer instructions and workplace practices
- Communicate and work with others in the work area
- Report process for materials faults, damaged products or equipment
- Identify, select and apply hardware and fixings to at least 4 different styles of blinds and awnings

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 a workplace or simulated workplace environment

The following resources should be made available:

workplace location or simulated workplace

hardware, fixings and tools and equipment for the application of hardware and fixings for blinds and awnings construction and installation

workplace practices including standard operating procedures and work instructions for selecting and applying hardware and fixings

Method of assessment

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of

EVIDENCE GUIDE

workplace relevant contexts) together with application of 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 and clothing, 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"> 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)
Personal protective equipment	<ul style="list-style-type: none"> may include safety glasses/goggles, hearing protection, safety footwear, protective clothing, respiratory protection
Hardware	<ul style="list-style-type: none"> includes screws, nails, pop rivets, plugs, tek screws, loxons, Dynabolts, split pins, nuts and bolts, cord locks, wands, head rails, head boxes,

RANGE STATEMENT	
Fixings	<ul style="list-style-type: none"> include chemical anchors, hollow wall anchors, spring brackets, mongo plugs, masking tape, silicone spray, CRC, silastic
Tools and equipment	<ul style="list-style-type: none"> include pop rivet guns, screwdriver (hand, power and cordless), hammer, drills (hand, powered and cordless), hollow wall anchor gun, caulking gun
Work instructions	<ul style="list-style-type: none"> includes instructions for the application of hardware components
Quality standards	<ul style="list-style-type: none"> are those standards set at workplace level
Waste	<ul style="list-style-type: none"> may include textiles, metals, timber, masonry, plaster, plastic and paper packaging, broken hardware and fixings, tape rolls, spray cans
Workplace documentation	<ul style="list-style-type: none"> may include time sheets, customer care cards, work orders

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		