



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMFBA3001A Install interior blinds**

**Revision Number: 1**

## LMFBA3001A Install interior blinds

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit specifies the outcomes required to install a variety of blinds in a range of interior situations
------------------------	--

### Application of the Unit

<b>Application of the unit</b>	<p>This unit applies to the skills and knowledge required to install interior blinds. The unit applies in an on-site environment and may be conducted in a small to large scale enterprises.</p> <p>Applications may involve some responsibility for others. Participation in teams including group or team coordination may be involved.</p>
--------------------------------	---

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
-----------------------------	--

## 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.
---	--

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify products, fittings and attachments to be used	1.1. <b>Type of blind</b> to be fitted and <b>work order</b> requirements are identified 1.2. <b>Type of installation</b> and access is identified from work order or <b>site inspection</b> 1.3. Mounting brackets, <b>materials</b> and <b>tools</b> are identified from <b>work instructions</b> and site inspection
2. Plan process for installing blinds	2.1. <b>Customer</b> is consulted to determine suitable day and time for installation 2.2. <b>Equipment</b> is identified to minimise risk of damage to customer's premises or injuries to self 2.3. <b>Work sequence</b> 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 <b>operating mechanism</b> is set up and checked against manufacturer specifications and work instructions
3. Complete installation	3.1. Planned work sequence is followed 3.2. <b>OHS requirements</b> , including <b>personal protection needs</b> , are observed throughout the work 3.3. Blinds are fitted and <b>tested</b> for correct operation 3.4. Pelnets, cord brackets and pulleys are fitted using appropriate hardware and adjusted to suit blind operation 3.5. Blind is checked for correct operation and adjusted or repaired if necessary 3.6. Customer is advised on correct operation of blind
4. Complete job and clean work area	4.1. Work site is cleaned and equipment is cleaned and stored according to workplace practices 4.2. Rubbish is cleared and <b>waste</b> collected for disposal or recycling as appropriate in accordance with workplace practices 4.3. Customer is presented with invoice, <b>payment</b> collected and receipt issued. 4.4. <b>Workplace documentation</b> is completed and filed

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	according to workplace procedures

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- read and understand documentation
- speak clearly and directly
- apply effective listening techniques
- ask questions to gain information
- complete standardised workplace documentation
- provide information to customers
- work with others and in a team to install interior blinds
- use pre-checking and inspection techniques to anticipate production problems, avoid re-working and wastage
- test systems and make adjustments
- select appropriate solutions to problems
- adapt to new situations
- discuss initiatives with colleagues
- initiate solutions to problems
- plan and organise own work, including preparation and planning of work and obtaining equipment and materials to avoid backtracking
- manage own time and prioritise own work
- assess own skills and knowledge
- take responsibility
- apply quality practices
- adapt to new skill requirements
- apply reflective skills
- use workplace technology related to installing interior blinds 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 installing interior blinds
- organisational and workplace requirements, policies and procedures for installing interior blinds
- reading and interpreting workplace documents including work orders, work instructions and manufacturer specifications
- environmental protection requirements relating to the disposal of waste material
- established lines of communication and protocols
- types of tools and equipment used for installing interior blinds and procedures for their safe use, operation and maintenance

**REQUIRED SKILLS AND KNOWLEDGE**

- types, uses, limitations and operating mechanisms of interior blinds
- storage systems and labelling
- procedures for the recording, reporting and maintenance of workplace records and information
- mathematical techniques for estimation and measurement of materials
- procedures for presentation of invoices, collection and receipting of payments

## 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 tasks in installing interior blinds
- 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 installing interior blinds
- Select, set up and maintain equipment in accordance with manufacturer specifications and workplace practices
- Communicate and work with others in the work area
- Report process for materials faults, damaged products or equipment
- Install a minimum of four different styles of interior blind in a range of on-site or simulated locations
- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for installing interior blinds
- Communicate effectively and work safely with others in the work area

#### 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 workplace and simulated workplace environments
- The following resources should be made available:
  - installation site or simulated installation site
  - materials and equipment relevant to installing interior blinds
  - workplace practices including standard operating procedures and work instructions for installing interior blinds



**EVIDENCE GUIDE****Method of assessment**

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge and skills

Assessment methods must be by direct observation of tasks and include questioning on required knowledge and skills to ensure its correct interpretation and application

Assessment may be applied under project related conditions (real and simulated) and require evidence of process

Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances

Assessment may be in conjunction with assessment of other units of competency

## Range Statement

<b>RANGE STATEMENT</b>	
<p>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.</p>	
<b>Type of blind</b>	<ul style="list-style-type: none"> <li>includes, but is not limited to romans, hollands, plastic Venetians, timber Venetians, aluminium Venetians, verticals</li> </ul>
<b>Work order</b>	<ul style="list-style-type: none"> <li>may include, but is not limited to quotations for work, job cards, customer orders</li> </ul>
<b>Type of installation</b>	<ul style="list-style-type: none"> <li>may include installations into timber, plasterboard, masonry, bay windows, corners and doors</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>restrictions on access may determine equipment used</li> </ul>
<b>Site inspection</b>	<ul style="list-style-type: none"> <li>should be conducted in consultation with customer</li> </ul>
<b>Materials</b>	<ul style="list-style-type: none"> <li>include screws, nails, bolts, masonry anchors,</li> </ul>
<b>Tools</b>	<ul style="list-style-type: none"> <li>may include screwdrivers, hammers, drills, ladders,</li> </ul>
<b>Work instructions</b>	<ul style="list-style-type: none"> <li>includes instructions for the installation of different styles of internal blinds</li> </ul>
<b>Customer</b>	<ul style="list-style-type: none"> <li>may include home owners, real estate agents, tenants, body corporate representatives</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>may include drop sheets, ladders,</li> </ul>
<b>Work sequence</b>	<ul style="list-style-type: none"> <li>should cover the steps for installation in a logical order to prevent back tracking</li> </ul>
<b>Operating mechanism</b>	<ul style="list-style-type: none"> <li>will be the operating mechanism appropriate to the style of blind being installed following manufacturer specifications and recommendations</li> </ul>
<b>OHS requirements</b>	<ul style="list-style-type: none"> <li>includes 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</li> </ul>

<b>RANGE STATEMENT</b>	
	risk control and elimination of hazardous materials and substances, manual handling including lifting and carrying.
<b>Personal protection needs</b>	<ul style="list-style-type: none"> <li>includes safety glasses, hearing protection, respiratory protection, protective footwear</li> </ul>
<b>Manufacturer specifications</b>	<ul style="list-style-type: none"> <li>may be written or verbal specifications</li> </ul>
<b>Tested</b>	<ul style="list-style-type: none"> <li>within limitations of normal operation</li> </ul>
<b>Waste</b>	<ul style="list-style-type: none"> <li>may include textiles, metals, hardware, timber, masonry, plaster, dust</li> <li>waste removal should be in accordance with workplace practices and environmental legislation covering disposal of industrial waste</li> </ul>
<b>Payment</b>	<ul style="list-style-type: none"> <li>may include cash, cheque, credit card depending on workplace practices</li> </ul>
<b>Workplace Documentation</b>	<ul style="list-style-type: none"> <li>may include time sheets, customer care cards, work orders, reports, receipts and invoices</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Blinds and awnings
--------------------	--------------------

## Competency field

<b>Competency field</b>	
-------------------------	--

## Co-requisite units

<b>Co-requisite units</b>		

