



Australian Government

Department of Education, Employment and Workplace Relations

LMFBA3002A Install exterior blinds and awnings

Revision Number: 1

LMFBA3002A Install exterior blinds and awnings

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to install blinds and awnings in exterior locations
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Application of the Unit

Application of the unit	<p>This unit applies to the skills and knowledge required to install exterior blinds and awnings. 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>
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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. Identify products, fittings and attachments to be used	1.1. Type of <i>blind</i> or <i>awning</i> to be installed is identified 1.2. Installation <i>hardware, tools and equipment</i> are identified from <i>work instructions</i> and <i>site inspection</i> 1.3. <i>Customer</i> is consulted to determine day and time for installation 1.4. <i>Local government regulations</i> regarding installation of exterior blinds and awnings are checked and adhered to
2. Plan installation process	2.1. <i>OHS requirements</i> and <i>personal protection needs</i> are observed throughout the work 2.2. <i>Work order</i> is read and interpreted 2.3. <i>Work sequence</i> is planned in a logical order to suit job 2.4. <i>Work site</i> is checked to determine access and special equipment requirements,
3. Install exterior blind or awning	3.1. Public and property is <i>protected</i> 3.2. Product to be installed is laid out and checked against work order 3.3. Fixing hardware is installed to <i>manufacturer specifications</i> 3.4. Blind or awning is installed to manufacturer's specifications
4. Complete the installation	4.1. Operation of product is <i>tested</i> and adjusted if necessary 4.2. Customer is shown correct use of product
5. Clean work area	5.1. Tools and equipment are cleaned and stored according to workplace practices 5.2. Work area is cleaned and left in a safe condition 5.3. <i>Waste</i> and scrap are removed and disposed of or recycled as appropriate following workplace procedures 5.4. Invoice is issued to customer and <i>payment</i> received and receipted 5.5. <i>Workplace documentation</i> is completed.

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 exterior blinds and awnings
- 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 exterior blinds and awnings, 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 site standards, 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 to install exterior blinds and awnings and procedures for their safe use, operation and maintenance
- types, uses, limitations and operating mechanisms of exterior blinds and awnings,

REQUIRED SKILLS AND KNOWLEDGE

- including special application brackets
- 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 instructions and workplace practices
- Communicate and work with others in the work area
- Report process for materials faults, damaged products or equipment
- 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
- Install a minimum of four different styles of exterior blinds or awnings in a range of on-site or simulated locations

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 exterior blinds and awnings
 - workplace practices including standard operating procedures and work instructions for installing

EVIDENCE GUIDE	
	exterior blinds and awnings
Method of assessment	<p>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</p> <p>Assessment methods must be by direct observation of tasks and include questioning on required knowledge and skills to ensure its correct interpretation and application</p> <p>Assessment may be applied under project related conditions (real and simulated) and require evidence of process</p> <p>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</p> <p>Assessment may be in conjunction with assessment of other units of competency</p>

Range Statement

RANGE STATEMENT	
<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>	
Blind	<ul style="list-style-type: none"> may include roll up style exterior blinds and pull down style exterior blinds
Awning	<ul style="list-style-type: none"> includes metal louvre style awnings, textile canopy style awnings, metal hooded canopy style awnings, aluminium roll up style awnings, folding arm style awnings
Hardware	<ul style="list-style-type: none"> includes screws, masonry anchors, dyna bolts, nuts and bolts, mounting brackets, hex screws
Tools and equipment	<ul style="list-style-type: none"> include screwdrivers, drills, hex keys
Work instructions	<ul style="list-style-type: none"> includes instructions for the installation of different styles of exterior blinds and awnings
Site inspection	<ul style="list-style-type: none"> should be conducted in consultation with customer
Customer	<ul style="list-style-type: none"> may include home owners, real estate agents, tenants, body corporate representatives, business owners
Local government regulations	<ul style="list-style-type: none"> in relation to exterior blind and awning installation and installation sites
OHS requirements	<ul style="list-style-type: none"> includes Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to 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.
Personal protection needs	<ul style="list-style-type: none"> includes safety glasses, hearing protection, safety boots, sunscreen, hats,
Work order	<ul style="list-style-type: none"> includes quotations for work, job cards, customer orders
Work sequence	<ul style="list-style-type: none"> should cover the steps for installation in a logical order to prevent back tracking

RANGE STATEMENT	
Work site	<ul style="list-style-type: none"> work site may include construction sites, single storey and multi-storey dwellings and commercial premises, newly completed buildings
Protected	<ul style="list-style-type: none"> includes drop sheets, barriers, cones, signs
Manufacturer specifications	<ul style="list-style-type: none"> may be written or verbal specifications
Tested	<ul style="list-style-type: none"> within limitations of normal operation
Waste	<ul style="list-style-type: none"> includes textiles, metals, hardware, timber, masonry, fibro cement, concrete, treated pine waste removal should be in accordance with workplace practices and environmental legislation covering disposal of industrial waste
Payment	<ul style="list-style-type: none"> may include cash, cheque, credit card depending on workplace procedures
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		

