



**Australian Government**

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

# **LMFBA3003A Install timber shutters**

**Revision Number: 1**

## LMFBA3003A Install timber shutters

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit specifies the outcomes required to install timber shutters
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit applies to the skills and knowledge required to install timber shutters. The unit applies in an on-site environment and may be conducted in 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

<b>Prerequisite units</b>	Nil	

## Employability Skills Information

<b>Employability skills</b>	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 timber shutter 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
2. Plan installation process	2.1. <i>OHS requirements</i> and <i>personal protection</i> needs 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, special equipment requirements 2.5. Product to be installed is laid out and checked against work order 2.6. Product to be installed is protected and transported to worksite without damage
3. Install timber shutters	3.1. Public and property is <i>protected</i> if necessary 3.2. Fixing hardware is installed to <i>manufacturer specifications</i> 3.3. Timber shutter 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 practices 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 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 timber shutters 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 timber shutters
- reading and interpreting workplace documents including work orders, work instructions and manufacturer specifications
- types of tools and equipment used to install timber shutters and procedures for their safe use, operation and maintenance
- environmental protection requirements relating to the disposal of waste material
- established lines of communication and protocols

**REQUIRED SKILLS AND KNOWLEDGE**

- storage systems and labelling
- types, uses and limitations of timber shutters
- characteristics of timber and hardware used to construct and install timber shutters
- 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
- Install a minimum of four timber shutters 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 or simulated workplace environments
- The following resources should be made available:
  - workplace location or simulated workplace
  - materials and equipment relevant to installing timber shutters
  - workplace practices, including standard operating procedures and work instructions for installing timber shutters

**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>Hardware</b>	<ul style="list-style-type: none"> <li>may include screws, masonry anchors, dyna bolts, nuts and bolts, mounting brackets, hinges, filler strips, cover strips, track systems</li> </ul>
<b>Tools and equipment</b>	<ul style="list-style-type: none"> <li>may includes, screwdrivers, docking saws, ladders, tape measure, power drill, scissors, caulking gun</li> </ul>
<b>Work instructions</b>	<ul style="list-style-type: none"> <li>includes instructions for the installation of different styles of timber shutters for both internal and external applications</li> </ul>
<b>Site inspection</b>	<ul style="list-style-type: none"> <li>should be conducted in consultation with customer</li> </ul>
<b>Customer</b>	<ul style="list-style-type: none"> <li>may include home owners, real estate agents, tenants, body corporate representatives, business owners</li> </ul>
<b>OHS requirements</b>	<ul style="list-style-type: none"> <li>are to be in accordance with 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.</li> </ul>
<b>Personal protection needs</b>	<ul style="list-style-type: none"> <li>may include safety glasses, hearing protection, safety boots, sunscreen, hats</li> </ul>
<b>Work order</b>	<ul style="list-style-type: none"> <li>may include quotations for work, job cards, customer orders</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>Work site</b>	<ul style="list-style-type: none"> <li>work site may include construction sites, single storey and multi-storey dwellings and commercial premises, newly completed buildings</li> </ul>

<b>RANGE STATEMENT</b>	
<b>Protected</b>	<ul style="list-style-type: none"> <li>may include drop sheets, barriers, cones, signs</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, fibro cement, concrete, treated pine</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</li> </ul>

### Unit Sector(s)

<b>Unit sector</b>	Blinds and awnings
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### Competency field

<b>Competency field</b>	
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### Co-requisite units

<b>Co-requisite units</b>		