



**Australian Government**

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

# **LMFBA3006A Construct pleated style blinds**

**Revision Number: 1**

## LMFBA3006A Construct pleated style blinds

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit specifies the outcomes required to construct pleated style blinds
------------------------	---

### Application of the Unit

<b>Application of the unit</b>	<p>This unit applies to the skills and knowledge required to construct pleated style blinds. The unit applies in a workplace 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>
--------------------------------	---

### 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. Establish work requirements and prepare for work	<p>1.1. <b>OHS requirements, legislative requirements</b> and <b>workplace practices</b> are observed throughout the work</p> <p>1.2. <b>Personal protective equipment</b> is selected and checked</p> <p>1.3. <b>Work order</b> requirements are checked and confirmed</p> <p>1.4. <b>Tools and equipment</b> are selected and checked for safe operation</p> <p>1.5. <b>Fabric</b> is selected from stock and checked against work order</p> <p>1.6. Fabric is checked for flaws</p> <p>1.7. <b>Hardware</b> is selected and checked against work order</p>
2. Lay out, mark and cut fabrics	<p>2.1. Correct side of fabric, naps, direction of pattern and pattern matches are identified</p> <p>2.2. <b>Allowances</b> are calculated and recorded</p> <p>2.3. Fabric is <b>laid out</b></p> <p>2.4. Fabric is <b>marked</b></p> <p>2.5. Fabric is cut following workplace practices</p>
3. Construct blind	<p>3.1. Fabric is <b>joined</b> or trimmed to required width</p> <p>3.2. Pleats are formed in fabric according to workplace practices</p> <p>3.3. Cord holes are punched in fabric</p> <p>3.4. Bottom of blind is finished according to work order</p> <p>3.5. Head and bottom rail are cut to required length</p> <p>3.6. Blind is assembled according to <b>work instructions</b></p> <p>3.7. Cords are cut and attached following work instructions</p> <p>3.8. <b>Child safety mechanisms</b> are selected and attached</p>
4. Apply quality checks	<p>4.1. Finished blinds are checked that end finishing and final length of finished blinds match work requirements</p> <p>4.2. Finished blind is <b>tested</b> for correct operation</p> <p>4.3. Parts of the work that do not comply with work order are repaired or re-worked</p>
5. Complete work	<p>5.1. Finished work is cleaned, protected and stored following workplace practices</p> <p>5.2. Tools and equipment are cleaned, maintained and</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>stored</p> <p>5.3. Faulty tools and equipment are reported to <i>appropriate personnel</i></p> <p>5.4. Work area is cleaned and <i>waste</i> is disposed of according to workplace practices</p> <p>5.5. <i>Workplace documentation</i> is completed</p>

## 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
- ask questions to gain information
- complete standardised workplace documentation
- work with others and in a team to construct folding arm style 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 constructing pleated style 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 constructing pleated style blinds
- organisational and workplace standards, requirements, policies and procedures for constructing pleated style blinds
- environmental protection requirements relating to the disposal of waste material
- established communication channels and workplace/worksites protocols
- problem identification and resolution
- types of tools and equipment used in the construction of pleated style blinds and procedures for their safe use, operation and maintenance
- characteristics of fabrics used to construct pleated style blinds
- cutting patterns and sequences
- cutting tool condition including sharpness, straightness and suitability for task
- industry standards for fabric widths

**REQUIRED SKILLS AND KNOWLEDGE**

- terms used to describe components of pleated style blinds
- 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 tasks in constructing pleated 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 constructing pleated 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
- Cut fabrics accurately according to work order
- Construct a minimum of two pleated blinds

#### 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 constructing pleated blinds
  - workplace practices including standard operating procedures and work instructions for constructing pleated blinds

#### 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



**EVIDENCE GUIDE**

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.

<b>OHS requirements</b>	<ul style="list-style-type: none"> <li>include Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include the use of personal protective equipment, 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>Legislative requirements</b>	<ul style="list-style-type: none"> <li>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, OHS, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage.</li> </ul>
<b>Workplace practices</b>	<ul style="list-style-type: none"> <li>may 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 and specifications</li> </ul>
<b>Personal protection needs</b>	<ul style="list-style-type: none"> <li>includes safety glasses/goggles, hearing protection, safety footwear, protective clothing and head wear, respiratory protection</li> </ul>
<b>Work order</b>	<ul style="list-style-type: none"> <li>includes quotations for work, job cards, customer orders</li> <li>specifications including design, size, colour</li> </ul>

<b>RANGE STATEMENT</b>	
	and quantity
<b>Tools and equipment</b>	<ul style="list-style-type: none"> <li>includes cutting bench, shears, knives, cut off saws, sewing machines, needles, welding equipment, glue guns, heat set machines,</li> </ul>
<b>Fabric</b>	<ul style="list-style-type: none"> <li>includes polyester blends, metalized, dim out, flame retardant, solar protected</li> </ul>
<b>Hardware</b>	<ul style="list-style-type: none"> <li>includes guide wires, operation mechanisms (crank and motor), cord, trumpets, remote control</li> </ul>
<b>Allowances</b>	<ul style="list-style-type: none"> <li>may be for hardware, joins, hems</li> </ul>
<b>Laid out</b>	<ul style="list-style-type: none"> <li>fabric should be laid out flat and square on a cutting bench large enough to take the full width of the fabric</li> </ul>
<b>Marked</b>	<ul style="list-style-type: none"> <li>fabric may be marked using chalk, markers or pencil</li> </ul>
<b>Joined</b>	<ul style="list-style-type: none"> <li>may include sew, weld or glue</li> </ul>
<b>Work instructions</b>	<ul style="list-style-type: none"> <li>includes instructions for the construction of pleated style blinds</li> </ul>
<b>Child safety mechanisms</b>	<ul style="list-style-type: none"> <li>as required by legislation or code of practice</li> </ul>
<b>Tested</b>	<ul style="list-style-type: none"> <li>within limits of normal operation</li> </ul>
<b>Appropriate personnel</b>	<ul style="list-style-type: none"> <li>includes assessors, trainer, supervisor, team leader, maintenance officer or manager, or any other person responsible for your work activity</li> </ul>
<b>Waste</b>	<ul style="list-style-type: none"> <li>may include textiles, hardware</li> <li>waste removal should be in accordance with workplace practices and environmental legislation covering disposal of industrial waste</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
--------------------	--------------------

## Competency field

Competency field	
------------------	--

## Co-requisite units

Co-requisite units		