



**Australian Government**

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

# **LMFSF2010B Make up tracks for window coverings**

**Revision Number: 1**

## LMFSF2010B Make up tracks for window coverings

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the competency to cut, assemble and package tracking components and curtain hardware in preparation for on-site fitting
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### Application of the Unit

<b>Application of the unit</b>	
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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

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify products, fittings and attachments to be used	1.1. Type of tracks to be fitted and work order requirements are identified 1.2. Attachments, required components and tools are identified from work instructions 1.3. Quality and quantity requirements are identified
2. Prepare for work	2.1. OH&S requirements, including ergonomic criteria and personal protection needs, are observed throughout the work 2.2. Required tools and materials to complete the work are sourced, collected and checked for suitability 2.3. Cutting equipment is checked for correct setting and operation of safety cut-out and guards 2.4. Work is planned to conform to quality requirements, minimise time, and economically use materials 2.5. Procedures are identified for checking the quality of the work
3. Cut tracking to required length	3.1. Cutting equipment is operated in compliance with workplace procedures and OH&S requirements 3.2. Cutting is monitored to ensure quality of product 3.3. Problems occurring during work operations are identified and reported following workplace procedures 3.4. Waste quantities are minimised, and reusable materials are collected and stored following workplace procedures 3.5. Routine maintenance of the cutting equipment is carried out according to workplace and manufacturers' instructions 3.6. Waste is removed and work area is cleaned following workplace procedures
4. Assemble and package tracking components	4.1. Components required to complete the tracking are collected, assembled and checked for quality and quantity 4.2. Components are packaged following work requirements 4.3. The completed package is secured, labelled and stored according to workplace procedures 4.4. Appropriate documentation is completed

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using co-operative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, avoid wastage and estimate material requirements
- use pre-checking and inspection techniques to anticipate construction and assembly problems, avoid reworking and avoid wastage
- use the limited workplace technology related to construction and assembly tasks, including tools, equipment, calculators and measuring devices

#### Required knowledge

- the types, characteristics, uses and limitations of tracks
- identification of equipment, materials, processes and procedures
- workplace standards and procedures related to the making up of tracks

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>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.</p>	
<p><b>Critical aspects of evidence</b></p>	<ul style="list-style-type: none"> <li>• Apply safe handling practices for equipment, products and materials</li> <li>• Interpret work order and locate and apply relevant information</li> <li>• Make up at least three different types of tracks</li> <li>• Follow work instructions, operating procedures and inspection practices to:               <ul style="list-style-type: none"> <li>• prevent damage to goods, equipment or products</li> <li>• maintain required production output and product quality</li> <li>• minimise the risk of injury to self or others</li> </ul> </li> <li>• Work effectively with others</li> <li>• Modify activities to cater for variations in workplace contexts and environment</li> </ul>
<p><b>Resource implications</b></p>	<p>Tracks and components, tools and equipment, appropriate quality specifications and work instructions.</p>
<p><b>Method of assessment</b></p>	<p>Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.</p> <p>Assessment should be by direct observation of tasks and questioning on underpinning knowledge.</p> <p>Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.</p>
<p><b>Context of assessment</b></p>	<p>Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.</p>

## 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>	
<p><b>This unit covers work involved in the making and/or customising of timber or metal tracks and components for window coverings, including:</b></p>	<ul style="list-style-type: none"> <li>• tracks</li> <li>• poles</li> <li>• brackets</li> <li>• runners</li> <li>• end pieces</li> <li>• cording</li> <li>• hooks and rings</li> </ul>
<p><b>Unit context</b></p>	<ul style="list-style-type: none"> <li>• OH&amp;S requirements may include legislation, building codes, material safety management systems, hazardous and dangerous goods codes and local safe operating procedures or equivalent</li> <li>• Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements</li> <li>• Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the set up and operation of machines. This may be demonstrated either individually or in a team environment</li> </ul>
<p><b>Tools and equipment may include, but are not limited to:</b></p>	<ul style="list-style-type: none"> <li>• hand or power operated tools</li> <li>• including static mounted circular saws</li> <li>• docking saws and mitre saws</li> <li>• drills</li> <li>• hammers</li> <li>• screwdrivers</li> </ul>
<p><b>Tracking materials may include but are not limited to:</b></p>	<ul style="list-style-type: none"> <li>• timber</li> <li>• metal</li> <li>• plastic</li> </ul>
<p><b>Personal protective equipment</b></p>	<p>Personal protective equipment is to include that prescribed under legislation, regulations and</p>

<b>RANGE STATEMENT</b>	
	enterprise policies and practices
<b>Information and procedures</b>	<ul style="list-style-type: none"> <li>• Machine manufacturers' specifications and operational procedures</li> <li>• Workplace procedures relating to the setting and operation of machinery</li> <li>• Work instructions, including job sheets, cutting lists, plans, drawings and designs</li> <li>• Workplace procedures relating to reporting and communication</li> </ul>

### Unit Sector(s)

<b>Unit sector</b>	Soft Furnishing
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### Competency field

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

<b>Co-requisite units</b>		