



Australian Government

Assessment Requirements for MSFBA3003 Install timber shutters

Release: 1

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Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret work order, locate materials and use information to complete tasks in installing interior shutters
- 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 timber shutters
- Select, set up and maintain equipment in accordance with manufacturer instructions and workplace practices
- Report material faults, damaged products or equipment
- Install a minimum of four (4) timber shutters in a range of on-site or simulated locations
- Deal effectively with customers by:
 - speaking clearly and directly
 - applying effective listening techniques
 - asking questions to gain information
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- State or territory WHS legislation, regulations, standards and codes of practice relevant to the full range of processes for installing timber shutters
- 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
- 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

Assessment Conditions

- Assessors must:
 - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
 - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
 - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to a location relevant to installing timber shutters; and workplace practices, including standard operating procedures and work instructions for installing timber shutters.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>