



**Australian Government**

# **MSFBA3003 Install timber shutters**

**Release: 1**

# MSFBA3003 Install timber shutters

## Modification History

Release 1 - New unit of competency

## Application

This unit of competency covers installation of timber shutters. It applies in an on-site residential or commercial environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

## Competency Field

## Unit Sector

Blinds and awnings

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Identify products, fittings and attachments for installation	1.1	Type of timber shutter to be installed is identified
		1.2	Installation hardware, tools and equipment are identified from work instructions and site inspection conducted in consultation with customer
		1.3	Customer is consulted to determine day and time for installation
2	Plan installation process	2.1	Work health and safety (WHS) requirements and personal protection needs are observed throughout the work
		2.2	Work order is read and interpreted and work sequence is planned in a logical order to suit job

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|---|---------------------------|-----|---|
|   |                           | 2.3 | Worksite is checked to determine access and special equipment requirements  |
|   |                           | 2.4 | Product to be installed is laid out and checked against work order  |
|   |                           | 2.5 | Product to be installed is protected and transported to worksite without damage   |
| 3 | Install timber shutters   | 3.1 | Public and property is protected, if necessary, and fixing hardware is installed to manufacturer specifications   |
|   |                           | 3.2 | Timber shutter is installed to manufacturer specifications  |
| 4 | Complete the installation | 4.1 | Operation of product is tested within limitations of normal operation 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 | Waste and scrap are removed and disposed of in accordance with workplace practices and environmental legislation covering disposal of industrial waste or recycled, as appropriate, following workplace practices |
| 6 | Settle payment            | 6.1 | Invoice is issued to customer and payment received and receipted  |
|   |                           | 6.2 | Workplace documentation is completed  |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

## Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

### **WHS requirements include:**

- Commonwealth, state or territory legislation and regulations
- organisational safety policies and procedures
- the use of personal protective equipment and clothing
- firefighting equipment
- first aid equipment
- hazard and risk control and elimination of hazardous materials and substances
- manual handling, including lifting and carrying

### **Legislative requirements include:**

- applicable legislation from all levels of government that affect organisational operation
- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- the environment
- equal employment opportunity (EEO)
- anti-discrimination
- relevant industry codes of practice
- duty of care and heritage

### **Workplace practices 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

- Hardware includes:**
- screws
  - masonry anchors
  - dynabolts
  - nuts and bolts
  - mounting brackets
  - hinges
  - filler strips
  - cover strips
  - track systems
- Tools and equipment include:**
- screwdrivers
  - docking saws
  - ladders
  - tape measure
  - power drill
  - scissors
  - caulking gun
- Work instructions include:**
- instructions for the installation of different styles of timber shutters for both internal and external applications
- Customers include:**
- home owners
  - real estate agents
  - tenants
  - body corporate representatives
  - business owners
- Personal protection needs include:**
- safety glasses
  - hearing protection
  - safety boots
  - sunscreen and hats
- Work orders include:**
- quotations for work
  - job cards
  - customer orders
- Work sequence includes:**
- the steps for installation in a logical order to prevent backtracking
- Worksites include:**
- construction sites
  - single storey and multi-storey dwellings
  - commercial premises
  - newly completed buildings
- Protecting property includes:**
- using drop sheets, barriers, cones and signs
- Manufacturer specifications include:**
- written or verbal specifications

**Waste includes:**

- textiles
- metals
- hardware
- timber
- masonry
- fibro cement
- concrete
- treated pine

**Payment includes:**

- cash, cheque or credit card depending on workplace practices

**Workplace****documentation includes:**

- time sheets
- customer care cards
- work orders
- reports

## Unit Mapping Information

Supersedes and is equivalent to LMFBA3003A Install 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>