



Australian Government

MSFBA3008 Construct pelmets

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers cutting, preparing and assembling pelmet components for internal blind installations. It applies in a workplace and on-site residential and commercial environment and may be conducted in small to large scale enterprises.

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.

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|---|---------------------------|-----|--|
| 1 | Plan and prepare for work | 1.1 | Work health and safety (WHS) requirements, legislative requirements and workplace practices are observed throughout the work |
| | | 1.2 | Personal protective equipment is selected and used |
| | | 1.3 | Type of pelmet to be constructed is identified from work order |
| | | 1.4 | Tools and equipment are selected and checked for safe operation |
| | | 1.5 | Materials and hardware are identified and selected |

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|---|--|-----|---|
| | | 1.6 | Work sequence is planned to conform with quality requirements, minimise time and economically use materials |
| 2 | Prepare and assemble pelmet components | 2.1 | Components are measured and cut to specification and laid out ready for assembly |
| | | 2.2 | Components are assembled according to work instructions |
| | | 2.3 | Problems occurring during work operations are identified and reported following workplace practices |
| 3 | Complete work | 3.1 | Completed work is cleaned, packaged and stored according to workplace practices |
| | | 3.2 | Tools and equipment are cleaned, maintained and stored |
| | | 3.3 | Faulty tools and equipment are tagged and reported to appropriate personnel |
| | | 3.4 | Work area is cleaned and waste is disposed of in accordance with industry and enterprise specific policies and procedures |
| | | 3.5 | 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

- Commonwealth, state or territory legislation and regulations

- include:**
- 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
- Personal protective equipment includes:**
- safety glasses/goggles
 - hearing protection
 - safety footwear
 - protective clothing and head wear
 - respiratory protection
- Work orders include:**
- quotations for work
 - job cards
 - customer orders

- specifications, including design, size, colour and quantity
 - saws
 - hammer
 - screwdriver
 - drill
 - pop rivet gun
 - glue gun
- Tools and equipment include:**
- timber
 - metal
 - wood weave
- Materials include:**
- screws
 - nails
 - pop rivets
- Hardware includes:**
- the steps for construction of pelmets in a logical order to prevent backtracking
- Work sequence includes:**
- instructions for constructing pelmets
- Work instructions include:**
- trainer
 - assessor
 - supervisor
 - team leader
 - maintenance officer
 - manager or any person responsible for the activities in the workplace/worksite
- Appropriate personnel include:**
- timber
 - metal
 - hardware
- Waste includes:**
- time sheets
 - customer care cards
 - work orders
 - reports
- Workplace documentation includes:**

Unit Mapping Information

Supersedes and is equivalent to LMFBA3008A Construct pelmets

Links

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