



Australian Government

MSFBA3021 Assemble louvre shutters

Release: 1

MSFBA3021 Assemble louvre shutters

Modification History

Release 1. No equivalent unit. Supersedes but is not equivalent to MSFBA3003 Install timber shutters.

Application

This unit of competency describes the skills and knowledge required to prepare and assemble louvre shutters according to job requirements. The unit involves planning job requirements, identifying required products and components to be assembled and their measurements, and applying workplace procedures to ensure their safe and correct assembly.

The unit applies to those assembling interior and exterior louvre shutters used in residential and commercial environments.

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

Pre-requisite Unit

Not applicable.

Unit Sector

Blinds and awnings

Elements and Performance Criteria

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Prepare to assemble louvre shutters	1.1	Identify and confirm job requirements and style of shutter to be assembled from work order and supplier instructions
	1.2	Identify work health and safety (WHS) and personal protection requirements of assembly according to workplace procedures
	1.3	Select tools and equipment, and check their safe and effective operation according to workplace procedures
	1.4	Select materials from stock and check against job requirements

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	1.5	Plan logical, safe and efficient work sequence that reflects work order and quality requirements, and economically uses materials
2. Assemble louvre shutters	2.1	Source required materials, equipment and shutter mechanisms in line with work instructions and manufacturer specifications
	2.2	Lay out, measure, mark and cut materials for shutter
	2.3	Assemble component parts according to job requirements and manufacturer specifications
	2.4	Finish shutter assembly according to work instructions
3. Finalise assembly	3.1	Check that assembled shutter complies with quality and work order requirements, and rectify identified deficiencies within scope of own role or report to designated personnel
	3.2	Clean assembled shutter according to workplace procedures
	3.3	Check tools and equipment, and tag and report faulty items according to workplace procedures
	3.4	Clean, maintain and store remaining tools and equipment according to workplace procedures
	3.5	Clean work area and surfaces, and dispose of waste safely and sustainably according to workplace procedures
	3.6	Legibly complete and process required workplace documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.

Numeracy skills to:

- interpret, discuss and use mathematical information in shutter specifications, work orders and instructions
- use mathematical information to estimate and measure assembly

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.	
	requirements, including required tolerances
Oral communication skills to:	<ul style="list-style-type: none"> • communicate ideas and information to confirm work requirements and specifications and report work outcomes and problems: <ul style="list-style-type: none"> • speaking clearly • asking questions to gain information
Reading skills to:	<ul style="list-style-type: none"> • interpret routine workplace documentation, including: <ul style="list-style-type: none"> • WHS requirements and procedures • workplace assembly requirements and operator instructions • work orders and instructions • shutter specifications, including design, size and quantity

Unit Mapping Information

Release 1. No equivalent unit. Supersedes but is not equivalent to MSFBA3003 Install timber shutters.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>