



Australian Government

MSFBAA303 Assemble pelmets

MSFBAA303 Assemble pelmets

Modification History

Release	Comments
1	This unit of competency was first released in MSF Furnishing Training Package Release 9.0.

Application

This unit of competency describes the skills and knowledge required to cut, prepare and assemble pelmet components for interior blinds, shutters or curtains according to job requirements. The unit involves planning job requirements, identifying required pelmets and components to be used, and applying workplace procedures to ensure safe and correct assembly.

The unit applies to individuals working under limited supervision to assemble pelmets for any interior blinds, shutters or curtains.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

Licensing/Regulatory Information

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

Pre-requisite unit(s)

No prerequisite units.

Competency field(s)

N/A

Unit sector(s)

Blinds and Awnings (BAA)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

1. Prepare to assemble pelmets	1.1 Identify and confirm job requirements and style of pelmet to be assembled from work order and supplier instructions 1.2 Identify and follow workplace health and safety and personal protection requirements of assembly according to workplace procedures 1.3 Select and calibrate tools and equipment, and check their safe and effective operation according to workplace procedures 1.4 Select and source materials from stock, and check type, colour and quality against job requirements and technical specifications 1.5 Plan logical, safe and efficient work sequence that reflects work order and quality requirements, and economically uses materials
2. Prepare and assemble pelmet components	2.1 Lay out, measure and mark materials for pelmet in line with work instructions and manufacturer specifications 2.2 Cut required materials for pelmet to correct size in line with manufacturer specifications and tolerances 2.3 Assemble component parts according to job requirements and manufacturer specifications 2.4 Join components according to job requirements and manufacturer specifications 2.5 Finish pelmet assembly according to work instructions
3. Finalise assembly	3.1 Check that assembled pelmet complies with quality and work order requirements, and rectify identified deficiencies within scope of own role, or report to designated personnel 3.2 Clean and store completed pelmet according to workplace procedures 3.3 Clean, maintain and store tools and equipment, and tag and report faulty items according to workplace procedures 3.4 Clean work area and surfaces, and dispose of waste safely and sustainably according to workplace procedures 3.5 Legibly complete and process required workplace documentation and labelling according to workplace procedures

Foundation Skills

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

Skill	Description
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Oral Communication	Clearly communicate information to confirm work requirements and specifications, and report work outcomes and problems
Numeracy	- Interpret and use mathematical information in pelmet specifications, work orders and instructions - Use mathematical information to measure assembly requirements, including required tolerances

Range of conditions

No conditions apply to this unit of competency at the time of publication.

Unit Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
MSFBAA303 Assemble pelmets	MSFBA3014 Assemble pelmets	Unit code updated Application updated Performance Criteria updated Assessment Requirements revised	Not equivalent

Assessment Requirements for MSFBAA303 Assemble pelmets

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assembled three pelmets for internal blinds, shutters or curtains.

In the course of the above assemblies, the individual must have demonstrated the ability to assemble:

- a pelmet for a corner, bay or box bay window
- a bonded pelmet, padded pelmet, or fabric wrapped fascia
- pelmets made from at least two different materials from the list below:
 - synthetic
 - medium density fibreboard
 - timber
 - metal.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace procedures for:
 - workplace health and safety (WHS)
 - quality assurance
 - reporting equipment and product faults and defects
 - documenting work outcomes
- industry and workplace quality requirements:
 - functionality and tolerances
 - conformity to specifications from suppliers
 - conformity to technical product specifications

- how characteristics of materials affect the assembly process
- tools, materials and equipment commonly used to assemble pelmets
- function of pelmets
- waste minimisation strategies for measuring, marking and cutting materials
- types and characteristics of hardware and fixings used in assembling and packing pelmets
- types of common problems that occur during assembly, and how to avoid and respond.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - assessment must occur in the workplace or in a simulated environment that accurately reflects workplace conditions
- resources, equipment and materials:
 - materials and componentry to assemble pelmets
 - personal protective equipment applicable to job requirements
 - tools and equipment applicable to job requirements
- specifications:
 - WHS documentation specific to the assembly
 - work orders
 - workplace procedures
 - supplier instructions and manufacturer specifications
- relationships:
 - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Link

Companion volumes, including implementation guides, are found on the national training register - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>.