



Australian Government

MSFBAA307 Assemble roller shutters

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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 identify and assemble roller shutters according to job requirements. The unit involves planning job requirements, identifying required shutter products to be assembled and their measurements, and applying workplace procedures to ensure safe and correct assembly. The unit does not involve installing the roller shutters.

The unit applies to individuals who work under limited supervision to assemble light-weight domestic, heavy-weight commercial, and fire-rated or cyclone-rated roller shutters. The shutters may be required for a range of openings, including windows, fixed and sliding doors, building entrances, and inside and exterior to buildings.

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
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<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 roller shutters	1.1 Identify and confirm job requirements and style of roller shutter to be assembled from work order and supplier instructions 1.2 Identify 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 and shutter mechanisms 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. Assemble and join roller shutter components	2.1 Inspect, measure and mark materials for shutter, and check for quality in line with work instructions and manufacturer specifications 2.2 Cut required materials for shutter to correct size in line with manufacturer specifications and tolerances 2.3 Machine shutter components according to job requirements and manufacturer specifications 2.4 Assemble component parts in the correct order according to job requirements and manufacturer specifications 2.5 Finish shutter assembly and test operation of curtain, including control limits, according to work instructions and technical specifications
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 and store assembled shutter according to workplace procedures 3.3 Check, clean and store tools and equipment, and tag and report faulty items according to workplace procedures 3.4 Identify and store surplus unused materials for re-use and/or recycling 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 requirements

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
Oral Communication	Clearly communicate information to confirm work requirements and specifications, and report work outcomes and problems
Numeracy	- Interpret mathematical information in shutter specifications, work orders and instructions - Use mathematical information to correctly estimate and 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
MSFBAA307 Assemble roller shutters	MSFBA3019 Assemble roller shutters	Unit code updated Application updated Performance Criteria updated Assessment Requirements updated	Equivalent

Assessment Requirements for MSFBAA307 Assemble roller shutters

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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 each of the following types of roller shutters:

- light-weight exterior domestic roller shutter
- heavy-weight exterior commercial roller shutter
- fire-rated or cyclone-rated roller shutter.

In the course of the above assemblies, the individual must demonstrate the ability to assemble shutters with the following shutter control devices:

- one automated system
- one manual system.

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 safety and quality requirements:
 - functionality and tolerances
 - conformity to specifications from suppliers
 - conformity to technical product specifications

- button battery safety requirements
- how characteristics of materials affect the assembly process
- tools, materials and equipment, including personal protective equipment (PPE) commonly used to assemble roller shutters
- operation of roller shutters
- waste minimisation strategies for measuring, marking and cutting materials
- types and characteristics of hardware and fixings used in assembling and packing roller shutters
- techniques for assembling shutters with electric and manual shutter control devices
- types of common problems that occur during assembly, and how to avoid and respond
- packaging and storage considerations for assembled items for avoidance of damage.

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 an environment that accurately reflects workplace conditions and contingencies
- resources, equipment and materials:
 - materials and componentry to assemble roller shutters
 - fittings, fixings and fasteners required to join roller shutters
 - PPE 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>.