



**Australian Government**

# **MSFBAA309 Assemble louvre shutters**

## MSFBAA309 Assemble louvre shutters

### 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 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 individuals who work under limited supervision to assemble interior and exterior louvre shutters used in interior and exterior environments.

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> |

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Prepare to assemble louvre shutters</p>         | <p>1.1 Identify and confirm job requirements and style of louvre shutter to be assembled from work order and supplier instructions</p> <p>1.2 Identify and follow workplace health and safety and personal protection requirements of assembly according to workplace procedures</p> <p>1.3 Select and calibrate tools and equipment, and check their safe and effective operation according to workplace procedures</p> <p>1.4 Select and source materials from stock, and check type, colour and quality against job requirements and technical specifications</p> <p>1.5 Plan logical, safe and efficient work sequence that reflects work order and quality requirements, and economically uses materials</p>                                           |
| <p>2. Assemble and join louvre shutter components</p> | <p>2.1 Inspect, measure and mark out materials for shutter, and check for quality in line with work instructions and manufacturer specifications</p> <p>2.2 Program cutting equipment to cut components to required length according to job requirements and manufacturer specifications</p> <p>2.3 Machine components according to job requirements and manufacturer specifications</p> <p>2.4 Assemble component parts according to job requirements and manufacturer specifications</p> <p>2.5 Join components using adhesives, sealants and fixings according to job requirements and manufacturer specifications</p> <p>2.6 Finish shutter assembly according to work instructions, and test operation</p>                                             |
| <p>3. Finalise assembly</p>                           | <p>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</p> <p>3.2 Clean and store assembled shutter according to workplace procedures</p> <p>3.3 Check, clean and store tools and equipment, and tag and report faulty items according to workplace procedures</p> <p>3.4 Identify and store surplus unused materials for re-use and/or recycling according to workplace procedures</p> <p>3.5 Clean work area and surfaces, and dispose of waste safely and sustainably according to workplace procedures</p> <p>3.6 Legibly complete and process required workplace documentation according to workplace requirements</p> |

## 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 | <ul style="list-style-type: none"><li>Clearly communicate information to confirm work requirements and specifications, and report work outcomes and problems</li></ul>                                                                                               |
| Numeracy           | <ul style="list-style-type: none"><li>Interpret and use mathematical information in shutter specifications, work orders and instructions</li><li>Use mathematical information to estimate and measure assembly requirements, including required tolerances</li></ul> |

## 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 |
|---------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------|
| MSFBAA309<br>Assemble louvre shutters | MSFBA3021<br>Assemble louvre shutters | Unit code updated<br><br>Application updated<br><br>Performance Criteria updated<br><br>Assessment Requirements updated | Equivalent  |

# Assessment Requirements for MSFBAA309 Assemble louvre 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 four of the following styles of shutters (including head-boxing, framing and tracking as appropriate to each type):

- fixed panel
- hinged
- bi-fold
- sliding
- shaped.

In the course of the above assemblies, the individual must demonstrate the ability to assemble shutters and supporting framework made from at least two different materials from the list below:

- synthetic
- medium density fibreboard (MDF)
- 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 shutters, including:
  - personal protective equipment (PPE)
  - cutting equipment with digital and manual stopping devices
  - drill press
- machining requirements and processes:
  - tenons
  - notching for mouse hole
  - drilling for dowels and dovetail keys
  - louvre and stile pin holes
- operation of louvre shutters
- waste minimisation strategies for measuring, marking and cutting materials
- types and characteristics of operating mechanisms, hardware and fixings used in assembling and packing louvre shutters
- 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 louvre shutters
  - fittings, fixings, adhesives and fasteners required to join louvre 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>.