



Australian Government

MSFBAA313 Assemble vertical blinds

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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 prepare and assemble vertical blinds 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 safe and correct assembly.

The unit applies to individuals working under limited supervision to assemble vertical blinds for installation in a range of openings, including windows and sliding doors.

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 vertical blinds	1.1 Identify and confirm job requirements and style of blind 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. Assemble and join vertical blind components	2.1 Inspect, measure and mark out materials for blind, and check for quality in line with work instructions and manufacturer specifications 2.2 Cut required materials for blind to correct size in line with manufacturer specifications and tolerances 2.3 Machine blind components according to job requirements and manufacturer specifications 2.4 Assemble component parts according to job requirements and manufacturer specifications 2.5 Join components according to job requirements and manufacturer specifications 2.6 Finish blind assembly according to work instructions, and test operation 2.7 Apply product tags, instructions and labels where required to meet domestic corded internal window coverings and button battery safety standards
3. Finalise assembly	3.1 Check that assembled blind 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 blind 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
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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 and use mathematical information embedded in blind specifications, work orders and instructions - Use mathematical information to estimate and measure materials and components, 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
MSFBAA313 Assemble vertical blinds		This unit has been created to address a skill or task required by industry that is not covered by an existing unit of competency	Newly created

Assessment Requirements for MSFBAA313 Assemble vertical blinds

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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 vertical-style blinds, one of which must be a sloped blind.

Blinds must be assembled using each of the following tracking systems:

- wand operated
- cord operated
 - one-way draw standard
 - one-way draw opposite stack
 - centre opening/centre bunch.

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
 - application of correct tags and labels for domestic corded internal window coverings product safety standards

- 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 vertical blinds
- operation of vertical blinds
- waste minimisation strategies for measuring, marking and cutting materials
- types and characteristics of operating mechanisms, hardware and fixings used in assembling and packaging vertical blinds
- 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 an environment that accurately reflects workplace conditions and contingencies
- resources, equipment and materials:
 - materials and componentry to assemble vertical blinds
 - fittings, fixings and fasteners required to join blinds
 - 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>.