



Australian Government

MSFBAA318 Install curtains

MSFBAA318 Install curtains

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 work requirements and then install curtains according to specifications. The unit involves planning job requirements, identifying required products, fittings and attachments to be used, and applying workplace procedures to ensure their safe and correct installation.

The unit applies to individuals installing curtains in a range of openings, including windows and sliding doors, working under limited supervision. Curtain tracks may be installed on a range of surfaces, including concrete, masonry and timber.

Where installed control devices involve hardwiring to be connected to mains power, electrical work must be completed by a qualified licensed electrician.

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)

The pre-requisite units of competency for this unit are:

- MSFBAA310 Select and apply hardware and fixings for shading or security screen installation
- MSFWHS301 Identify installation work hazards and select risk control strategies

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 for installation of curtain	1.1 Identify job and curtain and track requirements from work order and supplier instructions 1.2 Consult with customer to confirm access and installation requirements, including type of curtain and track to be installed and location of installation 1.3 Assess installation site, existing services and substrate material to confirm it is safe and suitable for installation 1.4 Identify and apply workplace health and safety and personal protection requirements of installation 1.5 Plan logical, safe and efficient work sequence that reflects work order and quality requirements
2. Fit and fasten curtain	2.1 Identify and select required materials, tools, equipment and accessories based on work order, and check their safe and effective operation 2.2 Set up required materials, equipment, curtain and tracking system in line with work instructions and manufacturer specifications 2.3 Fit brackets using required hardware and adjust to suit curtain operation according to workplace procedures 2.4 Fit track or rod, hang and dress curtain and set operating mechanism according to work order, design requirements and manufacturer specifications 2.5 Test installed curtain for correct operation within limits of normal operation, and adjust and repair performance problems in line with own level of responsibility 2.6 Ensure all child safety requirements have been met for domestic corded internal window coverings, where applicable
3. Finalise installation	3.1 Check that completed work complies with quality and work order requirements, and rectify identified deficiencies within scope of own role 3.2 Clean work area and surfaces, and dispose of waste safely and sustainably according to workplace procedures

	3.3 Identify and store surplus unused items for re-use and/or recycling according to workplace procedures 3.4 Check, clean and store tools and equipment, and tag and report faulty items according to workplace procedures 3.5 Advise customer on correct operation and maintenance of curtain 3.6 Legibly complete and process required workplace and customer documentation 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
Oral Communication	- Greet and interact professionally with customers - Identify and clarify customer requirements - Communicate information and advice to customer
Numeracy	- Interpret and use mathematical information in routine workplace documentation - Measure installation locations, including factoring in required tolerances and distances

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
MSFBAA318 Install curtains		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 MSFBAA318 Install curtains

Modification History

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

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 installed and dressed four curtains from the list below, which must include at least one from Group A and one from Group B:

- Group A:
 - s-fold/wave fold
- Group B:
 - pencil pleat
 - knife pleat
 - pinch pleat
 - box/inverted pleat
- Group C:
 - gathered
 - eyelet/grommet
 - tab top.

Collectively these installations must include all of the following:

- installation of a curved track
- installation of a double track
- installation of a decorative pole/track
- installation of an automated track
- installation of a cord drawn curtain
- one top/ceiling fit
- one face/wall fit
- fixing to at least two different substrates.

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 and industry-accepted quality indicators and requirements, relating to the installation of curtains:
 - consumer product safety standards and requirements associated with domestic corded internal window coverings
 - safety considerations and potential dangers associated with incorrect installation
 - manufacturer specifications
- operation and maintenance requirements of curtains
- workplace procedures relating to:
 - customer service standards and practices
 - accessing and inspecting installation sites
 - safely installing and securing curtains
 - recording and reporting reworks
 - recording and reporting installation information
 - using qualified licensed electricians when installation and control devices involve mains power
- types of common problems that occur during installation, and how to avoid and respond, including:
 - installation locations that are out of square or are not level
 - creased or billowing curtains
 - clearance requirements between double track curtains, depending on curtain type
 - measuring for curved double track curtain installations
 - motor settings and weight limits
 - requirements for suspended tracks, including hospital tracks
- dressing techniques for curtains
 - selecting correct curtain hooks
 - hanging half widths to the outer sides of the track
 - setting curtain returns and overlaps
 - adjusting and aligning pleats for tracks and rods
 - installing and using tie backs or hold backs
 - achieving appropriate curtain heights and floor clearances

- characteristics, uses and limitations of the following items required for curtain installation:
 - curtain products and materials
 - hardware and fixings.

Assessment Conditions

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

- physical conditions:
 - skills must be demonstrated in the workplace, or in an environment that accurately reflects workplace conditions and contingencies
- resources, equipment and materials:
 - curtains to be installed
 - locations requiring installation
 - personal protective equipment applicable to job requirements
 - hardware, fixings, tools and equipment for installing curtains
 - control devices for curtains being installed
- specifications:
 - workplace health and safety documentation
 - workplace documentation required for each installation, including work orders, customer orders or job cards
 - legislative and workplace requirements and procedures
 - supplier instructions and manufacturer specifications
- relationships:
 - supervisor
 - customer
 - qualified licensed electrician, when required.

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>.