



Australian Government

MSFBAA319 Install interior louvre 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 install interior louvre shutters according to job requirements. The unit involves planning job requirements, identifying required shutter products to be used and their measurements and fasteners, and applying workplace procedures to ensure their safe and correct installation.

The unit applies to individuals working under limited supervision to install interior louvre shutters in residential and commercial environments. The shutters may be installed in a range of openings, including windows, fixed and sliding doors, wall voids and building entrances. They may be installed on a range of surfaces, including aluminium, ceramic tiles, porcelain tiles, concrete, masonry, plasterboard and timber.

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 interior louvre shutters	1.1 Identify job and shutter requirements from work order and supplier instructions 1.2 Consult with customer to confirm access and installation requirements, including type of interior louvre shutter 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 interior louvre shutters	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 and shutter mechanisms in line with work instructions and manufacturer specifications 2.3 Fit shutter to opening according to work order, type of interior louvre shutter and manufacturer specifications 2.4 Fix shutter according to shutter type, work order and opening surface using required fixing hardware in line with supplier instructions and workplace procedures 2.5 Test installed shutter for correct operation within limits of normal operation, and adjust and repair performance problems in line with own level of responsibility
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 interior louvre shutters 3.6 Legibly complete and process required workplace and customer 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	- 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 openings, including factoring in 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
MSFBAA319 Install interior louvre shutters	MSFBA3015 Install louvre shutters	Unit code updated Application updated Pre-requisites added Performance Criteria updated Assessment Requirements revised	Not equivalent

Assessment Requirements for MSFBAA319 Install interior 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:

- recorded measurements for a shaped shutter using a template
- installed all of the following types of interior louvre shutters (including head-boxing, framing and tracking as appropriate to each type):
 - fixed panel
 - hinged
 - bi-fold
 - sliding.

Collectively these installations must include all of the following:

- installation in a bay window, box bay window, or corner window or door
- 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 installation of interior louvre shutters:
 - key requirements of Australian standards and codes of practice
 - building code requirements specific to installation of interior louvre shutters
 - safety considerations and potential dangers associated with incorrect installation
 - manufacturer specifications
- operation and maintenance requirements of interior louvre shutters

- workplace procedures relating to:
 - customer service standards and practices
 - accessing and inspecting installation sites
 - safely installing and fastening interior louvre shutters
 - recording and reporting installation information
- types of common problems that occur during installation, and how to avoid and respond, including:
 - installation openings that are out of square or are not level
- characteristics, uses and limitations of the following items required for interior louvre shutter installation:
 - interior louvre shutter products and materials
 - specialised fasteners used for the different types of interior louvre shutters.

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:
 - interior louvre shutters to be installed
 - locations requiring installation
 - template for measuring and recording dimensions for a shaped shutter
 - personal protective equipment applicable to job requirements
 - hardware, fixings, tools and equipment for installing interior louvre shutters
- 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.

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>.