



Australian Government

Department of Education, Employment and Workplace Relations

LMFBA2006A Construct vertical style blinds

Revision Number: 1

LMFBA2006A Construct vertical style blinds

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to construct vertical style blinds
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Application of the Unit

Application of the unit	This unit applies to the skills and knowledge required to construct vertical style blinds. The unit applies in a workplace environment and may be conducted in small to large scale enterprises. Applications may include some complex or non routine activities involving individual responsibility or autonomy and collaboration with others through members of groups and teams
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish work requirements and prepare for work	1.1. OHS requirements, legislative requirements and workplace practices are observed throughout the work 1.2. Personal protective equipment is selected and used 1.3. Work orders are checked and confirmed 1.4. Material is selected from stock and checked against work order 1.5. Tools and equipment are selected and checked for safe operation 1.6. Hardware is selected and checked against work order
2. Lay out, mark and cut materials	2.1. Correct side of materials and pattern direction are identified 2.2. Allowances are calculated and recorded 2.3. Material is laid out and marked 2.4. Cutting equipment is checked for safe operation 2.5. Material is cut following workplace practices
3. Construct blind	3.1. Headline and spline shaft is identified, selected and cut to manufacturer specifications 3.2. Hardware is selected for headrail and assembled to manufacturer specifications 3.3. Slats are finished according to workplace practices 3.4. Finishing hardware is attached according to work instructions 3.5. Child safety mechanisms are selected and attached
4. Apply quality checks	4.1. Finished blinds are checked ensuring finish and final length of blinds match work order 4.2. Finished blind is tested for correct operation 4.3. Parts of the work that do not comply with work order are repaired or re-worked
5. Complete work	5.1. Completed work is cleaned, protected and stored 5.2. Tools and equipment are cleaned, maintained and stored 5.3. Faulty tools and equipment are reported to appropriate personnel 5.4. Work area is cleaned and waste is disposed of according to workplace practices 5.5. Workplace documentation is completed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communicate with site supervisor to:
 - confirm work orders and instructions
 - identify problems
- report outcomes of cutting fabric and constructing and finishing vertical style blinds
- work with others and in a team to construct vertical style blinds
- use pre-checking and inspection techniques to anticipate production problems, avoid re-working and wastage
- participate in establishing new ideas and work specifications for constructing vertical style blinds
- plan and organise activities, including the preparations and layout of the worksite and the obtaining of equipment and materials to avoid backtracking
- follow workplace induction principles
- accurately plan and organise own work activities
- adapt to new skill requirements
- use workplace technology related to constructing vertical style blinds including specified tools, equipment, calculators and measuring devices

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the full range of processes for constructing vertical style blinds
- organisational and workplace standards, requirements, policies and procedures for constructing vertical style blinds
- reading and interpreting workplace documents, including work orders, work instructions and operator instructions
- environmental protection requirements relating to the disposal of waste material
- established lines of communication and protocols
- types of tools and equipment used to construct vertical style blinds and procedures for their safe use, operation and maintenance
- terms used to describe components of a vertical style blind
- characteristics of materials used in the construction of vertical blinds
- set up and operation of basic static machines
- computer programs
- cutting patterns and sequences
- cutting tool condition including sharpness, straightness and suitability for task
- industry standard fabric widths
- storage systems and labelling

REQUIRED SKILLS AND KNOWLEDGE

- procedures for the recording, reporting and maintenance of workplace records and information
- mathematical techniques for estimation and measurement of materials

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Interpret work order, locate materials and use information to complete tasks in constructing vertical style blinds
- Apply safe handling practices and safe operating procedures for equipment, products and materials to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
- Identify materials and equipment used in constructing vertical style blinds
- Select, set up and maintain equipment in accordance with manufacturer specifications and workplace practices
- Communicate and work with others in the work area
- Report process for materials faults, damaged products or equipment
- Follow operating procedures to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
- Maintain equipment to ensure production output and product quality
- Communicate effectively and work safely with others in the work area
- Modify activities to cater for variations in workplace contexts and environment
- Report process or materials faults, damaged products or equipment
- Cut fabrics accurately according to work orders
- Construct a minimum of two vertical style blinds using two different tracking systems. Task is to include selecting components, making headbox, cutting and sewing/welding/gluing fabric and assembly

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or simulated workplace environment
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints

EVIDENCE GUIDE	
	• Assessment of required knowledge and skills, may be conducted in a work based or off-site context • The following resources should be made available: • workplace location or simulated workplace • materials and equipment relevant to constructing holland style blinds • standard operating procedures of the workplace • work practices including standard operating procedures and work instructions for constructing vertical style blinds
Method of assessment	Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge and skills Assessment methods should be by direct observation of tasks and include questioning on required knowledge and skills to ensure its correct interpretation and application Assessment should be conducted over time and may be in conjunction with assessment of other units of competency

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OHS requirements	includes Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include the use of personal protective equipment and clothing, fire fighting equipment, First Aid equipment, hazard and risk control and elimination of hazardous materials and substances, manual handling including lifting and carrying.
Legislative requirements	includes applicable legislation from all levels of government that affect organisational operation. Requirements may include award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage.
Workplace practices	includes legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines), tolerances and following manufacturer instructions
Personal protective equipment	includes safety glasses/goggles, hearing protection, safety footwear, protective clothing, respiratory protection
Work orders	may include customer order forms, job cards, quotations for work, worksheets
Material	may include polyester blend fabrics, timber, cord

RANGE STATEMENT	
Tools and equipment	includes spacing machine, cut off saw, link spacing tool, pliers, scissors, vane cutter
Hardware	includes chain, spline shaft, motor, head rail
Allowances	may be for hardware, joins, hems
Laid out	material should be laid out flat and square on a cutting table large enough to take full width of material
Marked	material may be marked using chalk, markers or pencil
Manufacturer specifications	may include written or verbal specifications
Finished	may include sewing, welding or gluing
Work instructions	includes instructions for the variations in construction of vertical style blinds
Finishing hardware	includes hangers, weights, chains
Child safety mechanisms	as required by legislation or code of practice
Tested	within limits of normal operation
Appropriate personnel	includes assessors, trainers, supervisor, team leader, maintenance officer or manager or any other person responsible for your work activity
Waste	- include textiles, metal, timber, hardware - waste removal should be in accordance with workplace practices and environmental legislation covering disposal of industrial waste
Workplace documentation	may include time sheets, customer care cards, work orders, reports

Unit Sector(s)

Unit sector	Blinds and awnings
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		