



Australian Government

Department of Education, Employment and Workplace Relations

LMFBA2008A Construct plastic and timber Venetian-style blinds

Revision Number: 1

LMFBA2008A Construct plastic and timber Venetian-style blinds

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to construct plastic and timber Venetian-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 plastic and timber Venetian-style blinds. The unit applies in a workplace environment and may be conducted in a small to large scale enterprises. Applications may include some complex or non routine activities involving individual responsibility or autonomy and/or 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 order is reviewed, confirmed and clarified with appropriate personnel 1.4. Materials, hardware and fixings are selected and checked against work orders
2. Measure, mark and cut slats	2.1. Slats are measured to length and marked 2.2. Slats are cut 2.3. Cord holes are punched in slats 2.4. Slats are finished as required according to work order
3. Assemble blind	3.1. Head rail components, bottom rails and tilt rod are selected and cut 3.2. Head rails are assembled according to manufacturer instructions or workplace practices 3.3. Correct spacing for slats is determined 3.4. Cords and ladder braids are selected and attached to head rail components 3.5. Hardware is attached according to work instructions 3.6. Slats are threaded through ladder tapes 3.7. Measuring tape is used to confirm final size and blind adjusted 3.8. Bottom rail is attached to blind 3.9. Cords are threaded through slats and attached 3.10. Child safety mechanisms are selected and attached
4. Apply quality checks	4.1. Finished blinds are checked ensuring length, width, slat size and colour 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 reworked
5. Complete work	5.1. Finished work is cleaned, protected and stored following workplace practices 5.2. Tools and equipment are cleaned, maintained and stored 5.3. Faulty tools and equipment are reported to

ELEMENT	PERFORMANCE CRITERIA
	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 constructing plastic and timber Venetian-style blinds
- work with others and in a team to construct plastic and timber Venetian-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 plastic and timber Venetian-style blinds
- plan and organise own work, including preparation and layout of work area and obtaining 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 plastic and timber Venetian-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 plastic and timber Venetian-style blinds
- organisational and workplace standards, requirements, policies and procedures for constructing plastic and timber Venetian-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 plastic and timber Venetian-style blinds and procedures for their safe use, operation and maintenance
- set up, operation and maintenance of static machines
- terms used to describe components of plastic and timber Venetian-style blinds
- characteristics of plastic and timber used in the construction of Venetian-style blinds
- storage systems and labelling
- procedures for the recording, reporting and maintenance of workplace records and information

REQUIRED SKILLS AND KNOWLEDGE

- 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 plastic and timber Venetian-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 plastic and timber Venetian-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
- Construct a minimum of two plastic Venetian-style blinds and two timber Venetian-style blinds. Task is to include selecting materials and hardware, cutting slats, punching and finishing slats, assembling blind including head and bottom rail components and tilt mechanisms, cleaning, packaging and storing finished blinds

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
- Assessment of required knowledge and skills, may be conducted in work based and off site contexts
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to constructing plastic and timber style venetian blinds
 - workplace practices including standard operating procedures, spacing charts and work instructions for constructing plastic and timber style venetian blinds

EVIDENCE GUIDE**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, following manufacturer instructions and specifications
Personal protective equipment	may include safety glasses/goggles, hearing protection, safety footwear, protective clothing, respiratory protection
Work order	- includes customer order forms, job cards and quotations for work, worksheets - specifications, including design, size, colour and quantity

RANGE STATEMENT	
Appropriate personnel	may include supervisors, suppliers, clients, colleagues and managers or any person responsible for your work activity
Materials	may include plastic and timber
Hardware and fixings	may include ladder braid, cord, head rails, rollers, cord locks, tilt mechanisms, tilt rods, wands, acorns, trumpets, motors
Punched	may involve use of single or multi stage punching machines
Finished	may include lacquering, oiling, painting, staining
Head rail components	include rollers, cord lock, tilt mechanisms
Manufacturer instructions	may be written instruction booklets or instructions on the hardware or packaging
Correct spacing	according to spacing charts for Venetian-style blinds
Work instructions	includes instructions for the construction of plastic or timber Venetian- style blinds
Child safety mechanisms	as required by legislation or code of practice
Tested	within limits of correct operation
Waste	- may include plastic, metal, timber - waste removal should be in accordance with workplace practices and environmental legislation covering disposal of industrial waste
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		