



Australian Government

Department of Education, Employment and Workplace Relations

LMFBA3008A Construct pelmets

Revision Number: 1

LMFBA3008A Construct pelmets

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to cut, prepare and assemble pelmet components for internal blind installations.
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Application of the Unit

Application of the unit	This unit applies to the skills and knowledge required to construct pelmets. The unit applies in a workplace and on-site environment and may be conducted in small to large scale enterprises. Applications may involve some responsibility for others. Participation in teams including group or team coordination may be involved.
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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. Plan 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. Type of pelmet to be constructed is identified from work order 1.4. Tools and equipment are selected and checked for safe operation 1.5. Materials and hardware are identified and selected 1.6. Work sequence is planned to conform with quality requirements, minimise time and economically use materials
2. Prepare pelmet components	2.1. Components are measured and cut to specification 2.2. Components are laid out ready for assembly
3. Assemble pelmet components	3.1. Components are assembled according to work instructions 3.2. Problems occurring during work operations are identified and reported following workplace practices
4. Complete work	4.1. Completed work is cleaned, packaged and stored according to workplace practices 4.2. Tools and equipment are cleaned, maintained and stored 4.3. Faulty tools and equipment are tagged and reported to appropriate personnel 4.4. Work area is cleaned and waste is disposed of according to workplace practices 4.5. 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

- read and understand documentation
- ask questions to gain information
- complete standardised workplace documentation
- work with others and in a team to construct folding arm style awnings
- use pre-checking and inspection techniques to anticipate production problems, avoid re-working and wastage
- test systems and make adjustments
- select appropriate solutions to problems
- adapt to new situations
- discuss initiatives with colleagues
- initiate solutions to problems
- plan and organise own work, including preparation and planning of work and obtaining equipment and materials to avoid backtracking
- manage own time and prioritise own work
- assess own skills and knowledge
- take responsibility
- apply quality practices
- adapt to new skill requirements
- apply reflective skills
- use workplace technology related to constructing pelmets, 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 pelmets
- organisational and site standards, requirements, policies and procedures for constructing pelmets
- environmental protection requirements relating to the disposal of waste material
- established communication channels and workplace/worksite protocols
- problem identification and resolution
- types of tools and equipment and procedures for their safe use, operation and maintenance
- computer programs
- cutting patterns and sequences
- cutting tool condition assessment
- terms used to describe components of pelmets

REQUIRED SKILLS AND KNOWLEDGE

- storage systems and labelling
- procedures for the recording, reporting and maintenance of workplace records and information
- appropriate mathematical procedures for estimation and measurement

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 pelmets
- 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 pelmets
- 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
- Cut component materials according to work orders to within +/- 1 mm
- Construct a minimum of four pelmets suitable for four different style of internal blinds

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or simulated workplace
- 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 workplace or simulated workplace environments
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to constructing pelmets
 - workplace practices including standard operating procedures and work instructions for constructing pelmets

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

EVIDENCE GUIDE

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	include Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment, 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	include 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	may include 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 protection needs	includes safety glasses/goggles, hearing protection, safety footwear, protective clothing and head wear, respiratory protection
Work order	- includes quotations for work, job cards, customer orders - specifications, including design, size, colour and quantity

RANGE STATEMENT	
Tools and equipment	includes saws, hammer, screwdriver, drill, pop rivet gun, glue gun
Materials	may include timber, metal, wood weave
Hardware	may include screws, nails, pop rivets
Work sequence	should cover the steps for construction of pelmets in a logical order to prevent backtracking
Work instructions	includes instructions for constructing pelmets
Appropriate personnel	may include trainer, assessor, supervisor, team leader, maintenance officer or manager or any person responsible for your activities in the workplace/worksite
Waste	- includes timber, metal, hardware - waste removal should be in accordance with industry and enterprise specific policies and procedures
Workplace documentation	includes 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		

Co-requisite units		