



Australian Government

Department of Education, Employment and Workplace Relations

LMFSF3012B Install motorised curtains and blinds

Revision Number: 1

LMFSF3012B Install motorised curtains and blinds

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to install motorised curtains and blinds.
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Application of the Unit

Application of the unit	
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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. Identify products, fittings and attachments to be used	1.1.Type of motorised curtain or blind to be installed is identified from work order 1.2.Required materials and tools are identified from work instructions and (where necessary) site inspection 1.3.Location of available power point is checked for suitability 1.4.Installation of power point in suitable location is arranged (if required)
2. Plan process for fitting	2.1.OHS requirements, including ergonomic criteria and personal protection needs, are observed throughout the work 2.2.Appropriate equipment is identified to minimise risks of damage to customers' premises or injuries to self 2.3.Manufacturers' information on products used is located and used to plan work 2.4.Attachment process is planned to conform to quality requirements, minimise time, economically use materials and maximise appearance of the finished work 2.5.Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition
3. Complete fitting operations	3.1.Work plan is followed ensuring compliance with workplace procedures and OH&S requirements 3.2.Tracks or blinds are installed and tested for correct operation 3.3.Curtains are attached to tracks and checked for smooth and even operation and hanging, including limits 3.4.Curtain or blind height and floor clearance is checked and compared to work order requirement
4. Clean work area	4.1.Work site and any equipment used is cleaned and stored appropriately 4.2.Unserviceable equipment is tagged, faults are identified and appropriate personnel are informed 4.3.Completed work is inspected and compared to workplace quality requirements

ELEMENT	PERFORMANCE CRITERIA
	4.4. Fittings, curtains and blinds which do not meet quality specifications are repaired on-site or returned to the workroom for repair
	4.5. Appropriate documentation or reporting is completed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using co-operative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements and estimate motor requirements and other material requirements
- use pre-checking and inspection techniques to anticipate installation problems, avoid re-working and wastage
- use the limited workplace technology related to the installation of motorised systems, including tools, equipment, materials and measuring devices

Required knowledge

- basic low voltage motor theory
- types, characteristics, uses and limitations of motorised curtain systems
- identification of equipment, processes and procedures
- workflow in relation to fitting electric motors, curtains, blinds and tracks

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 of evidence

- Interpret work order and locate and apply relevant information
- Apply safe handling practices for equipment, products and materials
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Install at least two different types of motorised curtains or blinds, including at least one curtain and one blind
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Resource implications

Motors, curtains, tracks, tools and equipment, appropriate quality specifications and instructions.

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

Context of assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

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.

Unit scope

- This unit covers work involved in the fitting and adjustment of tracked window coverings that are electrically operated
- Motorised curtains and blinds may include battery or plug-in mains power operated curtains or blinds

Unit context

- OHS requirements may include legislation, building codes, material safety management systems, hazardous and dangerous goods codes and local safe operating procedures or equivalent
- Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
- Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the set up and operation of machines. This may be demonstrated either individually or in a team environment.

Tools and equipment may include, but are not limited to:

- hand or power operated tools
- including drills
- hammers
- screwdrivers

Information and procedures

- Machine manufacturer specifications and operational procedures
- Workplace procedures relating to the setting and operation of machinery
- Work instructions, including job sheets, plans, drawings and designs
- Workplace procedures relating to reporting and communication

Unit Sector(s)

Unit sector	Soft Furnishing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		