



Australian Government

MSFBA2003 Select and apply blinds and awnings hardware and fixings

Release: 1

MSFBA2003 Select and apply blinds and awnings hardware and fixings

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers selecting hardware and other fixings in the manufacture and installation of blinds and awnings. It applies in workplace and on-site environments and may be conducted in small to large scale enterprises.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Competency Field

Unit Sector

Blinds and awnings

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Plan and prepare work	1.1	Work health and safety (WHS) requirements, legislative requirements and workplace practices are identified and followed
		1.2	Personal protective equipment is used correctly throughout the work
		1.3	Types of hardware and fixings are identified and selected for the work
		1.4	Tools and equipment for application are identified and checked for safe operation
2	Apply and/or fit and finish	2.1	Hardware items are laid out ready for application
		2.2	Hardware and fixings are applied as required according to work instructions and workplace practices

		2.3	Work is checked against required quality standards
3	Finalise operation and maintain equipment	3.1	Work area is cleaned and waste removed
		3.2	Unused hardware is collected and stored for re-use or disposal following workplace practices
		3.3	Waste and scrap materials are dealt with following workplace practices
		3.4	Hand and power tools and equipment are cleaned, maintained and stored in accordance with workplace practices
		3.5	Machinery is cleaned and left in safe mode
		3.6	Faulty and/or defective equipment is tagged and reported to appropriate personnel
		3.7	Workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

WHS requirements include:

- Commonwealth, state or territory legislation and regulations
- organisational safety policies and procedures
- the use of personal protective equipment and clothing
- firefighting equipment
- first aid equipment
- hazard and risk control and elimination of hazardous materials and substances

Legislative requirements include:	• manual handling, including lifting and carrying • applicable legislation from all levels of government that affect organisational operation • award and enterprise agreements • industrial relations • Australian Standards • confidentiality and privacy • the environment • equal employment opportunity (EEO) • anti-discrimination • relevant industry codes of practice • duty of care and heritage
Workplace practices 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)
Personal protective equipment includes:	• safety glasses/goggles • hearing protection • safety footwear • protective clothing • respiratory protection
Hardware includes:	• screws • nails • pop rivets • plugs • tek screws • loxons • dynabolts • split pins • nuts and bolts • cord locks • wands

	• head rails • head boxes
Fixings include:	• chemical anchors • hollow wall anchors • spring brackets • mongo plugs • masking tape • silicone spray and silastic
Tools and equipment include:	• pop rivet guns • screwdriver (hand, power and cordless) • hammer • drills (hand, powered and cordless) • hollow wall anchor gun • caulking gun
Work instructions include:	• instructions for the application of hardware components
Quality standards include:	• standards set at workplace level
Waste includes:	• textiles • metals • timber • masonry • plaster • plastic and paper packaging • broken hardware and fixings • tape rolls • spray cans
Workplace documentation includes:	• time sheets • customer care cards • work orders

Unit Mapping Information

Supersedes and is equivalent to LMF2004A Select and apply blinds and awnings hardware and fittings

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFBA2003 Select and apply blinds and awnings hardware and fixings

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Performance Evidence

- Interpret work orders, locate materials and use information to select and apply hardware and fixings
- Communicate with site supervisor to:
 - confirm work orders and instructions
 - identify problems
- 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 applying hardware and fixings
- Select, set up and maintain tools and equipment in accordance with manufacturer instructions and workplace practices
- Communicate and work with others in the work area
- Report process for materials faults, damaged products or equipment
- Identify, select and apply hardware and fixings to at least four (4) different styles of blinds and awnings
- Work with others and in a team to select and apply hardware and fixings
- Use pre-checking and inspection techniques to anticipate production problems, avoid reworking and wastage
- Participate in establishing new ideas and work specifications for selecting and applying hardware and fixings
- 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
- Use workplace technology related to selecting and applying hardware and fixings including specified tools, equipment, calculators and measuring devices

Knowledge Evidence

- State or territory WHS legislation, regulations, standards and codes of practice relevant to the full range of processes for selecting and applying hardware and fixings
- Organisational and site standards, requirements, policies and procedures for applying hardware and fixings
- 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 apply hardware and fixings and procedures for their safe use, operation and maintenance
- Characteristics of hardware and fixings and their use
- Set up and operation of tools and equipment used for applying hardware and fixings
- Storage systems and labelling
- Procedures for the recording, reporting and maintenance of workplace records and information
- Appropriate mathematical procedures for estimation and measurement

Assessment Conditions

- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required a location for the application of hardware and fixings for blinds and awnings construction and installation and standard operating procedures for selecting and applying hardware and fixings.

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