



Australian Government

MSFBA2005 Construct vertical-style blinds

Release: 1

MSFBA2005 Construct vertical-style blinds

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers constructing vertical-style blinds. It applies to a workplace environment 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	Establish work requirements and prepare for work	1.1	Work health and safety (WHS) requirements, legislative requirements and workplace practices are observed throughout the work
		1.2	Personal protective equipment is selected and used correctly
		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

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|---|----------------------|-----|--|
| | | 2.2 | Allowances for hardware, joins and hems are calculated and recorded |
| | | 2.3 | Material is laid out flat and square on a cutting table large enough to take full width of material and marked using chalk, markers or pencil |
| | | 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 required by legislation or code of practice 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 within limits of normal operation 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 in accordance with workplace practices and environmental legislation covering disposal of industrial waste |
| | | 5.5 | 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
- manual handling, including lifting and carrying

Legislative requirements include:

- 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) • tolerances • following manufacturer instructions
Personal protective equipment includes:	• safety glasses/goggles • hearing protection • safety footwear • protective clothing • respiratory protection
Work orders include:	• customer order forms • job cards • quotations for work • worksheets
Material includes:	• polyester blend fabrics • timber • cord
Tools and equipment include:	• spacing machine • cut off saw • link spacing tool • pliers • scissors • vane cutter
Hardware includes:	• chain • spline shaft • motor • head rail
Manufacturer specifications include:	• written or verbal specifications
Finished includes:	• sewing • welding • gluing
Work instructions include:	• instructions for the variations in construction of vertical-style blinds
Finishing hardware includes:	• hangers • weights • chains
Appropriate personnel include:	• assessors • trainers

- supervisor
 - team leader
 - maintenance officer
 - manager or any other person responsible for the work activity
- Waste includes:**
- textiles
 - metal
 - timber
 - hardware
- Workplace documentation includes:**
- time sheets
 - customer care cards
 - work orders
 - reports

Unit Mapping Information

Supersedes and is equivalent to LMFBA2006A Construct vertical style blinds

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 MSFBA2005 Construct vertical-style blinds

Modification History

Release 1 - New unit of competency

Performance Evidence

- 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
- 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 (2) vertical-style blinds using two (2) different tracking systems. The task is to include selecting components, making headbox, cutting and sewing/welding/gluing fabric and assembly
- Communicate with site supervisor to:
 - confirm work orders and instructions
 - identify problems
- Report outcomes of cutting fabric and constructing and finishing 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
- Use workplace technology related to constructing vertical-style blinds, 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 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-style blinds
- Set-up and operation of basic static machines
- Computer programs for blinds and awnings manufacture
- Cutting patterns and sequences
- Cutting tool condition including sharpness, straightness and suitability for task
- Industry standard fabric widths
- Storage systems and labelling
- Procedures for the recording, reporting and maintenance of workplace records and information
- Mathematical techniques for estimation and measurement of materials

Assessment Conditions

- Assessors must:
- hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
- have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
- be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- 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 to a location relevant to constructing vertical-style blinds, and standard operating procedures for constructing vertical-style blinds.

Links

Companion Volume implementation guides are found in VETNet -

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