



Australian Government

MSFBA2007 Construct plastic and timber Venetian-style blinds

Release: 1

MSFBA2007 Construct plastic and timber Venetian-style blinds

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers constructing plastic and timber Venetian-style blinds. It applies to 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
		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, marked and cut
		2.2	Cord holes are accurately punched in slats
		2.3	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 according to spacing charts for Venetian-style blind 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 as required by legislation or codes of practice are selected and attached
- 4 Make quality checks
 - 4.1 Finished blind is checked ensuring length, width, slat size and colour match work order
 - 4.2 Finished blind is tested within limits of correct operation for correct operation and parts of the work that do not comply with work order are repaired or re-worked
 - 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 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 order includes:	• customer order forms • job cards • quotations for work • worksheets • specifications, including design, size, colour and quantity
Appropriate personnel include:	• supervisors • suppliers • clients • colleagues • managers or any person responsible for the work activity
Materials include:	• plastic • timber
Hardware and fixings include:	• ladder braid • cord • head rails • rollers • cord locks • tilt mechanisms • tilt rods • wands • acorns • trumpets • motors
Punching includes:	• use of single or multi-stage punching machines
Finishing includes:	• lacquering • oiling • painting • staining
Head rail components	• rollers • cord lock

include:	• tilt mechanisms
Manufacturer instructions include:	• written instruction booklets or instructions on the hardware or packaging
Work instructions include:	• instructions for the construction of plastic or timber Venetian-style blinds
Waste includes:	• plastic • metal • timber
Documentation includes:	• time sheets • customer care cards • work orders • reports

Unit Mapping Information

Supersedes and is equivalent to LMFBA2008A Construct plastic and timber Venetian 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 MSFBA2007 Construct plastic and timber Venetian-style blinds

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Performance Evidence

- Interpret work orders, 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
- Construct a minimum of two (2) plastic Venetian-style blinds and two (2) 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; and reporting materials faults, damaged products or equipment
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- State or territory WHS 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 used in blinds manufacture
- 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
- 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 relevant location for constructing plastic and timber Venetian-style blinds; workplace practices, including standard operating procedures and spacing charts for constructing plastic and timber Venetian-style blinds.

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