



Australian Government

MSFBA2008 Construct aluminium Venetian-style blinds

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers constructing aluminium Venetian-style blinds. It applies 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
		1.3	Work orders are checked and confirmed
		1.4	Tools and equipment are selected and checked for safe operation
		1.5	Aluminium solid or perforated coil stock, hardware and fixings are selected and checked against work order
2	Assemble blind	2.1	Head and bottom rails are selected, measured and cut
		2.2	Cords and ladder braids are selected, cut and attached to head rail

		2.3	Hardware is attached to head and bottom rails
		2.4	Venetian blind machine is set up according to manufacturer instructions
		2.5	Headrail is attached to Venetian blind machine and the machine run to cut, punch and attach slats to head rail
		2.6	Blind is placed on hoist and bottom rail installed
		2.7	Ladders are crimped to final blind size
		2.8	Finishing hardware is installed
		2.9	Child safety mechanisms as required by legislation or code of practice are selected and attached
3	Make quality checks	3.1	Finished blinds are checked ensuring length and width match work order
		3.2	Finished blind is tested within limits of normal operation for correct operation and parts of the work that do not comply with work order are repaired or re-worked
4	Complete work	4.1	Finished work is cleaned, protected and stored following workplace practices
		4.2	Tools and equipment are cleaned, maintained and stored
		4.3	Faulty tools and equipment are reported to appropriate personnel
		4.4	Work area is cleaned and waste is disposed of in accordance with workplace practices and environmental legislation covering disposal of industrial waste
		4.5	Workplace documentation or reporting 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

- safety glasses/goggles

equipment includes:	• hearing protection • safety footwear • protective clothing • respiratory protection
Work orders include:	• customer order forms • job cards • quotations for work • worksheets • specifications, including design, size, colour and quantity
Hardware and fixings include:	• head box components as specified by manufacturer • ladder braid • cord • head rails • rollers • cord locks • tile mechanism • tilt rods • Wands • acorns • trumpets
Tools and equipment include:	• pliers • scissors • cord threading needle
Work instructions include:	• instructions for the machining of the coil stock and construction of the blind
Venetian blind machine includes:	• a machine that crowns, runs and punches the aluminium coil stock. It automatically feeds the slat through the string tapes at each individual level
Manufacturer instructions include:	• written instruction booklets, instructions on the machine or verbal instructions on correct use
Appropriate personnel include:	• assessors • trainers • supervisors • team leader • maintenance officer • manager or any other person responsible for the work activity
Waste includes:	• metal • cord • braids

- Workplace documentation includes:**
- time sheets
 - customer care cards
 - work orders
 - reports

Unit Mapping Information

Supersedes and is equivalent to LMFBA2009A Construct aluminium 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 MSFBA2008 Construct aluminium Venetian-style blinds

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Performance Evidence

- Interpret work order, locate materials and use information to complete tasks in constructing aluminium 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
- Identify materials and equipment used in constructing aluminium Venetian-style blinds
- Select, set up and maintain equipment in accordance with manufacturer specifications and workplace practices
- Set up, operate and maintain static machines used in the construction of aluminium Venetian-style blinds
- Construct a minimum of two (2) aluminium Venetian-style blinds using two (2) different head box assemblies. Task to include selecting materials and hardware; setting up and operating Venetian blind machine; assembling blind; cleaning, packaging and storing finished blind; cleaning work area; and completing workplace documentation and reports, such as reporting material 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 aluminium Venetian-style blinds
- Organisational and workplace standards, requirements, policies and procedures for constructing aluminium 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 aluminium Venetian-style blinds and procedures for their safe use, operation and maintenance
- Terms used to describe components of aluminium Venetian-style blinds

- Characteristics of aluminium used for constructing Venetian-style blinds
- Set-up, operation and maintenance of static machines used in the construction of aluminium 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 location relevant to constructing aluminium Venetian-style blinds; and workplace practices, including standard operating procedures for constructing aluminium Venetian-style blinds.

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