



Australian Government

MSFBA2011 Select and apply hardware and fixings for blinds, awnings, screens and grilles

Release: 1

MSFBA2011 Select and apply hardware and fixings for blinds, awnings, screens and grilles

Modification History

Release 1. Supersedes and is equivalent to MSFBA2003 Select and apply blinds and awnings hardware and fixings.

Application

This unit of competency describes the skills and knowledge required to select and use hardware and other fixings in the manufacture and installation of blinds, awnings, and non-security and security screens and grilles.

The unit applies to those working in the blinds, awnings, non-security and security screens and grilles industry, in both residential and commercial environments and small to large scale enterprises.

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

Pre-requisite Unit

Not applicable.

Unit Sector

Blinds and awnings

Elements and Performance Criteria

Elements	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	Identify hardware and fixing requirements from work order
	1.2	Identify and select types of hardware and fixings required for the work
	1.3	Identify work health and safety (WHS) requirements and personal protection requirements of job according to workplace procedures
	1.4	Identify and select required tools and equipment based on work order, and check their safe and effective operation

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
2. Use hardware and fittings	2.1	Lay out hardware items ready for application according to workplace procedures
	2.2	Apply hardware and fixings according to work order instructions and workplace procedures
	2.3	Check work as it progresses against quality standards and work order requirements, and rectify identified deficiencies within scope of own role
3. Finalise selection and use of hardware and fixings	3.1	Clean work area and surfaces, and dispose of waste and scrap materials safely and sustainably according to workplace procedures
	3.2	Collect and store unused hardware and fixings for re-use and disposal according to workplace procedures
	3.3	Check tools and equipment, and tag and report faulty items according to established workplace procedures
	3.4	Clean, maintain and store tools and equipment according to workplace procedures
	3.5	Legibly complete and process required workplace documentation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.

Numeracy skills to:	- make familiar estimations - measure familiar and predictable quantities and units
Oral communication skills to:	- communicate with site supervisor to: - confirm work orders and instructions - identify and discuss problems - communicate with others in work area
Reading skills to:	interpret routine workplace documentation, including work orders, WHS requirements, and workplace procedures

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.

Technology skills to:

- use workplace technology to select and apply hardware and fixings, including specified tools, equipment, calculators, and measuring devices

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSFBA2003 Select and apply blinds and awnings hardware and fixings.

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 MSFBA2011 Select and apply hardware and fixings for blinds, awnings, screens and grilles

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements, performance criteria, and foundation skills of this unit, which must include the ability to:

- safely and correctly identify, select and apply hardware and fixings to at least four different styles of blinds, awnings, or non-security and security screens and grilles.

In the course of each of the above, the person must:

- interpret work order and use information to select and apply hardware and fixings
- plan and organise own work activities, including the preparation and layout of work site, and obtaining equipment and materials to avoid backtracking
- select, set up, and maintain tools and equipment according to manufacturer instructions and workplace procedures
- follow work instructions and safe operating procedures to:
 - minimise risk of injury to self and others
 - prevent damage to materials, tools, equipment, hardware, fixings and products
 - maintain required production output and quality
 - use tools, equipment, products and material safely
 - use personal protective equipment (PPE)
 - apply safe lifting and handling procedures
- work with others and in a team when selecting and applying hardware and fixings

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisational and site standards, requirements, policies and procedures for applying the hardware and fixings described in the performance evidence
- types, characteristics, uses, maintenance and limitations of the hardware, fixings, tools and equipment used to apply hardware and fixings required in the performance evidence, and procedures for their safe use, operation and maintenance
- features of work orders relating to the work in the performance evidence, and how to identify and interpret key information
- work health and safety (WHS) policies, procedures and regulations specific to work described in performance evidence:
 - controlling hazards and risks

- eliminating hazardous materials and substances
- using firefighting equipment and first aid equipment
- using personal protective equipment
- workplace procedures relating to:
 - communicating with site supervisor and others in work area
 - emergency and evacuation
 - manual handling, including lifting and carrying
 - disposing of waste safely and in an environmentally sustainable manner
 - recycling and re-use guidelines
 - setting up, using, maintaining and storing tools and equipment used when applying hardware and fixings
 - pre-checking and inspection techniques that assist in anticipating production problems, and avoiding rework and wastage
 - quality and continuous improvement processes and standards
 - cleaning and storing tools and equipment
 - storing and labelling surplus unused items
 - tagging and reporting faulty tools and equipment
 - recording and reporting work information
- mathematical methods for estimating and measuring materials and spaces, including factoring in required tolerances
- techniques for using hardware and fixings required for performance evidence that include processes that:
 - conform to quality requirements
 - comply with supplier instructions and manufacturer specifications
 - maximise the appearance of the finished work
 - provide for the most economical use of materials and labour
- key features of documentation relating to work described in performance evidence:
 - work orders
 - work instructions
 - operator instructions and manuals
- key features, uses and techniques for using hardware:
 - cord locks
 - Dyna Bolts
 - head boxes
 - head rails
 - Loxons
 - nails
 - nuts and bolts
 - plugs
 - pop rivets

- screws
- split pins
- Tek screws
- wands
- key features, uses, and techniques for using fixings:
 - chemical anchors
 - hollow wall anchors
 - masking tape
 - mongo plugs
 - silicone spray and silastic
 - spring brackets
- key features, uses, and techniques for using tools and equipment:
 - caulking guns
 - drills, including hand, powered and cordless
 - hammers
 - hollow wall anchor guns
 - pop rivet guns
 - screwdrivers, including hand, power and cordless

Assessment Conditions

Assessment must occur in the workplace, or in a simulated environment that reflects workplace conditions and contingencies.

Access is required to:

- PPE applicable to job requirements, including:
 - hearing protection
 - protective clothing
 - respiratory protection
 - safety footwear
 - safety glasses or goggles
- WHS documentation specific to the performance evidence
- hardware and fixings specified in the knowledge evidence
- workplace documentation, including:
 - work orders
 - customer care cards
 - workplace procedures specified in the knowledge evidence
 - manufacturer specifications
 - time sheets.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

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