



Australian Government

MSFBA3001 Install interior blinds

Release: 1

MSFBA3001 Install interior blinds

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers installation of interior blinds. It applies in an on-site residential or commercial environment.

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	Identify products, fittings and attachments to be used	1.1	Type of blind to be fitted and work order requirements are identified
		1.2	Type of installation and access to site where restrictions on access may determine equipment used are identified from work order or site inspection
		1.3	Mounting brackets, materials and tools are identified from work instructions and site inspection conducted in consultation with customer
2	Plan process for installing blinds	2.1	Customer is consulted to determine suitable day and time for installation
		2.2	Equipment is identified to minimise risk of damage to customer's premises or injuries to self
		2.3	Work sequence is planned in a logical order

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| | | 2.4 | Attachment process is planned to conform to quality requirements, maximise the appearance of the finished work and provide for the most economical use of materials and labour |
| | | 2.5 | Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition |
| | | 2.6 | Blind operating mechanism is set up and checked against manufacturer specifications and work instructions |
| 3 | Complete installation | 3.1 | Work health and safety (WHS) requirements, including personal protection needs, are observed throughout the work |
| | | 3.2 | Blinds are fitted and tested within limitations of normal operation for correct operation |
| | | 3.3 | Pelmets, cord brackets and pulleys are fitted using appropriate hardware and adjusted to suit blind operation |
| | | 3.4 | Blind is checked for correct operation and adjusted or repaired if necessary |
| | | 3.5 | Customer is advised on correct operation of blind |
| 4 | Complete job and clean work area | 4.1 | Worksite is cleaned and equipment is cleaned and stored according to workplace practices |
| | | 4.2 | Rubbish is cleared and waste collected for disposal in accordance with workplace practices and environmental legislation covering disposal of industrial waste or recycling, as appropriate, in accordance with workplace practices |
| 5 | Settle payment | 5.1 | Customer is presented with invoice, payment collected and receipt issued |
| | | 5.2 | Workplace documentation is completed and filed according to workplace procedures |

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
Types of blinds include:	• Romans • Hollands • plastic Venetians • timber Venetians • aluminium Venetians • verticals
Work orders include:	• quotations for work • job cards • customer orders
Type of installation includes:	• installations into timber, plasterboard, masonry, bay windows, corners and doors
Materials include:	• screws • nails • bolts • masonry anchors
Tools include:	• screwdrivers • hammers • drills • ladders
Work instructions include:	• instructions for the installation of different styles of internal blinds
Customers include:	• home owners • real estate agents • tenants • body corporate representatives
Equipment includes:	• drop sheets • ladders
Work sequence includes:	• the steps for installation in a logical order to prevent backtracking
Operating mechanism includes:	• the operating mechanism appropriate to the style of blind being installed following manufacturer specifications and recommendations
Personal protection needs include:	• safety glasses • hearing protection

	• respiratory protection • protective footwear • written or verbal specifications
Manufacturer specifications include:	
Waste includes:	• textiles • metals • hardware • timber • masonry • plaster • dust
Payment includes:	• cash, cheque or credit card depending on workplace practices
Workplace documentation includes:	• time sheets • customer care cards • work orders • reports • receipts and invoices

Unit Mapping Information

Supersedes and is equivalent to LMFBA3001A Install interior 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 MSFBA3001 Install interior blinds

Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret work order, locate materials and use information to complete tasks in installing interior 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 installing interior blinds
- Select, set up and maintain equipment in accordance with manufacturer specifications and workplace practices
- Install a minimum of four (4) different styles of interior blinds in a range of on-site or simulated locations
- Report process for materials faults, damaged products or equipment
- Deal effectively with customers by:
 - speaking clearly and directly
 - applying effective listening techniques
 - asking questions to gain information
- 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 installing interior blinds
- Organisational and workplace requirements, policies and procedures for installing interior blinds
- Reading and interpreting workplace documents, including work orders, work instructions and manufacturer specifications
- Environmental protection requirements relating to the disposal of waste material
- Established lines of communication and protocols
- Types of tools and equipment used for installing interior blinds and procedures for their safe use, operation and maintenance
- Types, uses, limitations and operating mechanisms of interior 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
- Procedures for presentation of invoices, collection and receipting of payments

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 installing interior blinds; and workplace practices, including standard operating procedures for installing interior blinds.

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