



Australian Government

MSFBA3002 Install exterior blinds and awnings

Release: 1

MSFBA3002 Install exterior blinds and awnings

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers installation of exterior blinds and awnings. 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 for installation	1.1	Type of blind or awning to be installed is identified
		1.2	Installation hardware, tools and equipment are identified from work instructions and site inspection conducted in consultation with customer
		1.3	Customer is consulted to determine day and time for installation
		1.4	Local government regulations regarding installation of exterior blinds and awnings are checked and adhered to
2	Plan installation process	2.1	Work health and safety (WHS) requirements and personal protection needs are observed throughout the work
		2.2	Work order is read and interpreted and installation sequence is planned in a logical order to suit job

		2.3	Worksite is checked to determine access and special equipment requirements
3	Install exterior blind or awning	3.1	Public and property is protected and product to be installed is laid out and checked against work order
		3.2	Fixing hardware is installed to manufacturer specifications
		3.3	Blind or awning is installed to manufacturer specifications
4	Complete the installation	4.1	Operation of product is tested within limitations of normal operation and adjusted if necessary
		4.2	Customer is shown correct use of product
5	Clean work area	5.1	Tools and equipment are cleaned and stored according to workplace practices
		5.2	Work area is cleaned and left in a safe condition
		5.3	Waste and scrap are removed and disposed of be in accordance with workplace practices and environmental legislation covering disposal of industrial waste or recycled, as appropriate, following workplace procedures
6	Settle payment	6.1	Invoice is issued to customer and payment received and receipted
		6.2	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

Blinds include:

- roll-up style exterior blinds
- pull-down style exterior blinds

Awnings include:

- metal louvre style awnings
- textile canopy-style awnings

	• metal hooded canopy-style awnings • aluminium roll-up style awnings • folding-arm style awnings
Hardware includes:	• screws • masonry anchors • dynabolts • nuts and bolts • mounting brackets • hex screws
Tools and equipment include:	• screwdrivers • drills • hex keys
Work instructions include:	• instructions for the installation of different styles of exterior blinds and awnings
Customers include:	• home owners • real estate agents • tenants • body corporate representatives • business owners
Personal protection needs include:	• safety glasses • hearing protection • safety boots • sunscreen and hats
Work order includes:	• quotations for work • job cards • customer orders
Work sequence includes:	• the steps for installation in a logical order to prevent backtracking
Worksite includes:	• construction sites • single storey and multi-storey dwellings • commercial premises • newly completed buildings
Protecting property includes:	• using drop sheets, barriers, cones and signs
Manufacturer specifications include:	• written or verbal specifications
Waste includes:	• textiles • metals • hardware • timber

- masonry
 - fibro cement
 - concrete
 - treated pine
- Payment includes:**
- cash, cheque or credit card depending on workplace procedures
- Workplace documentation includes:**
- time sheets
 - customer care cards
 - work orders

Unit Mapping Information

Supersedes and is equivalent to LMFBA3002A Install exterior blinds and awnings

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 MSFBA3002 Install exterior blinds and awnings

Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret work order, locate materials and use information to complete tasks in installing exterior 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 exterior blinds
- Select, set up and maintain equipment in accordance with manufacturer instructions and workplace practices
- Install a minimum of four (4) different styles of exterior blinds or awnings 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 exterior blinds and awnings
- Organisational and site standards, requirements, policies and procedures for installing exterior blinds and awnings
- 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 to install exterior blinds and awnings and procedures for their safe use, operation and maintenance

- Types, uses, limitations and operating mechanisms of exterior blinds and awnings, including special application brackets
- 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 exterior blinds and awnings; and workplace practices, including standard operating procedures for installing exterior blinds and awnings.

Links

Companion Volume implementation guides are found in VETNet -

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