



Australian Government

MSFBA3003 Install timber shutters

Release: 1

MSFBA3003 Install timber shutters

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers installation of timber shutters. 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 timber shutter 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
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 work sequence is planned in a logical order to suit job
		2.3	Worksite is checked to determine access and special equipment requirements

		2.4	Product to be installed is laid out and checked against work order
		2.5	Product to be installed is protected and transported to worksite without damage
3	Install timber shutters	3.1	Public and property is protected, if necessary, and fixing hardware is installed to manufacturer specifications
		3.2	Timber shutter 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 in accordance with workplace practices and environmental legislation covering disposal of industrial waste or recycled, as appropriate, following workplace practices
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

Hardware includes:

- screws
- masonry anchors
- dynabolts
- nuts and bolts
- mounting brackets
- hinges

	• filler strips • cover strips • track systems
Tools and equipment include:	• screwdrivers • docking saws • ladders • tape measure • power drill • scissors • caulking gun
Work instructions include:	• instructions for the installation of different styles of timber shutters for both internal and external applications
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 orders include:	• quotations for work • job cards • customer orders
Work sequence includes:	• the steps for installation in a logical order to prevent backtracking
Worksites include:	• 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 practices
- Workplace documentation includes:** • time sheets
- customer care cards
- work orders
- reports

Unit Mapping Information

Supersedes and is equivalent to LMFBA3003A Install timber shutters

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 MSFBA3003 Install timber shutters

Modification History

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Performance Evidence

- Interpret work order, locate materials and use information to complete tasks in installing interior shutters
- 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 timber shutters
- Select, set up and maintain equipment in accordance with manufacturer instructions and workplace practices
- Report material faults, damaged products or equipment
- Install a minimum of four (4) timber shutters in a range of on-site or simulated locations
- 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 timber shutters
- Organisational and workplace requirements, policies and procedures for installing timber shutters
- Reading and interpreting workplace documents, including work orders, work instructions and manufacturer specifications
- Types of tools and equipment used to install timber shutters and procedures for their safe use, operation and maintenance
- Environmental protection requirements relating to the disposal of waste material
- Established lines of communication and protocols
- Storage systems and labelling
- Types, uses and limitations of timber shutters

- Characteristics of timber and hardware used to construct and install timber shutters
- 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 timber shutters; and workplace practices, including standard operating procedures and work instructions for installing timber shutters.

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