



Australian Government

MSFBA3006 Construct pleated-style blinds

Release: 1

MSFBA3006 Construct pleated-style blinds

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers constructing pleated-style blinds. It applies in a workplace environment and may be conducted 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 checked
		1.3	Work order requirements are checked and confirmed
		1.4	Tools and equipment are selected and checked for safe operation
		1.5	Fabric is selected from stock and checked against work order and for any flaws
		1.6	Hardware is selected and checked against work order
2	Lay out, mark and cut fabrics	2.1	Correct side of fabric, naps, direction of pattern and pattern matches are identified

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|---|---------------------|-----|---|
| | | 2.2 | Allowances for hardware, joins and hems are calculated and recorded |
| | | 2.3 | Fabric is laid out laid out flat and square on a cutting bench large enough to take the full width of the fabric, marked using chalk, markers or pencil and cut following workplace practices |
| 3 | Construct blind | 3.1 | Fabric is joined or trimmed to required width |
| | | 3.2 | Pleats are formed in fabric according to workplace practices |
| | | 3.3 | Cord holes are punched in fabric |
| | | 3.4 | Bottom of blind is finished according to work order |
| | | 3.5 | Head and bottom rail are cut to required length |
| | | 3.6 | Blind is assembled according to work instructions |
| | | 3.7 | Cords are cut and attached following work instructions |
| | | 3.8 | Child safety mechanisms as required by legislation or code of practice are selected and attached |
| 4 | Make quality checks | 4.1 | Finished blinds are checked to ensure end finishing and final length of finished blinds match work requirements |
| | | 4.2 | 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 |
| 5 | Complete work | 5.1 | Finished work is cleaned, packaged and stored following workplace practices |
| | | 5.2 | Tools and equipment are cleaned, maintained and stored |
| | | 5.3 | Faulty tools and equipment are reported to appropriate personnel |
| | | 5.4 | Work area is cleaned and waste is disposed of in accordance with workplace practices and environmental legislation covering disposal of industrial waste |
| | | 5.5 | 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
Personal protective equipment includes:	• safety glasses/goggles • hearing protection • safety footwear • protective clothing and head wear • respiratory protection
Work orders include:	• quotations for work • job cards • customer orders • specifications, including design, size, colour and quantity
Tools and equipment include:	• cutting bench • shears • knives • cut off saws • sewing machines • needles • welding equipment • glue guns • heat set machines
Fabric includes:	• polyester blend • metalized • dim out • flame retardant • solar protected
Hardware includes:	• guide wires • operation mechanisms (crank and motor) • cord • trumpets • remote control
Joining includes:	• sewing, welding or gluing
Work instructions include:	• instructions for the construction of pleated-style blinds
Appropriate personnel include:	• assessors • trainer • supervisor

- team leader
 - maintenance officer
 - manager or any other person responsible for the work activity
- Waste includes:**
- textiles
 - hardware
- Workplace documentation includes:**
- time sheets
 - customer care cards
 - work orders
 - reports

Unit Mapping Information

Supersedes and is equivalent to LMFBA3006A Construct pleated 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 MSFBA3006 Construct pleated-style blinds

Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret work order, locate materials and use information to complete tasks in constructing pleated-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 pleated-style blinds
- Select, set up and maintain equipment in accordance with manufacturer specifications and workplace practices
- Report material faults, damaged products or equipment
- Cut fabrics accurately according to work order and construct a minimum of two (2) pleated-style blinds
- 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 pleated-style blinds
- Organisational and workplace standards, requirements, policies and procedures for constructing pleated-style blinds
- Environmental protection requirements relating to the disposal of waste material
- Established communication channels and workplace/worksite protocols
- Relevant problem identification and resolution
- Types of tools and equipment used in the construction of pleated-style blinds and procedures for their safe use, operation and maintenance
- Characteristics of fabrics used to construct pleated-style blinds
- Cutting patterns and sequences
- Cutting tool condition, including sharpness, straightness and suitability for task
- Industry standards for fabric widths
- Terms used to describe components of pleated-style blinds

- Storage systems and labelling
- Procedures for the recording, reporting and maintenance of workplace records and information
- Appropriate mathematical procedures for estimation and measurement

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 pleated-style blinds; and workplace practices, including standard operating procedures and work instructions for constructing pleated-style blinds.

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