



Australian Government

MSFBA3008 Construct pelmets

Release: 1

MSFBA3008 Construct pelmets

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers cutting, preparing and assembling pelmet components for internal blind installations. It applies in a workplace and on-site residential and commercial 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	Plan 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 used
		1.3	Type of pelmet to be constructed is identified from work order
		1.4	Tools and equipment are selected and checked for safe operation
		1.5	Materials and hardware are identified and selected
		1.6	Work sequence is planned to conform with quality requirements, minimise time and economically use materials

2	Prepare and assemble pelmet components	2.1	Components are measured and cut to specification and laid out ready for assembly
		2.2	Components are assembled according to work instructions
		2.3	Problems occurring during work operations are identified and reported following workplace practices
3	Complete work	3.1	Completed work is cleaned, packaged and stored according to workplace practices
		3.2	Tools and equipment are cleaned, maintained and stored
		3.3	Faulty tools and equipment are tagged and reported to appropriate personnel
		3.4	Work area is cleaned and waste is disposed of in accordance with industry and enterprise specific policies and procedures
		3.5	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
Legislative requirements include:	• manual handling, including lifting and carrying • 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:	• saws • hammer • screwdriver • drill

	• pop rivet gun • glue gun
Materials include:	• timber • metal • wood weave
Hardware includes:	• screws • nails • pop rivets
Work sequence includes:	• the steps for construction of pelmets in a logical order to prevent backtracking
Work instructions include:	• instructions for constructing pelmets
Appropriate personnel include:	• trainer • assessor • supervisor • team leader • maintenance officer • manager or any person responsible for the activities in the workplace/worksite
Waste includes:	• timber • metal • hardware
Workplace documentation includes:	• time sheets • customer care cards • work orders • reports

Unit Mapping Information

Supersedes and is equivalent to LMFBA3008A Construct pelmets

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 MSFBA3008 Construct pelmets

Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret work order, locate materials and use information to complete tasks in constructing pelmets
- 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 pelmets
- Select, set up and maintain equipment in accordance with manufacturer specifications and workplace practices
- Report material faults, damaged products or equipment
- Cut component materials according to work orders to within +/- 1 mm and construct a minimum of four (4) pelmets suitable for four (4) different style of internal 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 pelmets
- Organisational and site standards, requirements, policies and procedures for constructing pelmets
- Environmental protection requirements relating to the disposal of waste material
- Established communication channels and workplace/worksites protocols
- Relevant problem identification and resolution
- Types of tools and equipment and procedures for their safe use, operation and maintenance
- Cutting patterns and sequences
- Cutting tool condition assessment
- Terms used to describe components of pelmets
- 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 pelmets; and workplace practices, including standard operating procedures and work instructions for constructing pelmets.

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