



Australian Government

Assessment Requirements for MSFBA3012 Assemble interior blinds

Release: 1

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Modification History

Release 1. New unit of competency.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements, performance criteria, and foundation skills of this unit, which must include the ability to:

- safely and correctly assemble three of the following interior blinds:
 - aluminium, plastic or timber Venetian
 - pleated style
 - roll-up or pull-down
 - roller
 - wood-weave Roman
 - vertical.

In the course of each of the above assemblies, the person must:

- interpret work order, and locate required materials, tools and equipment
- select and set up required product and components according to manufacturer specifications and workplace procedures and quality requirements
- apply safe lifting and handling procedures
- follow work instructions and safe operating procedures to:
 - minimise risk of injury to self and others
 - prevent damage to tools, equipment and products
 - maintain required production output and quality
 - use hand and power tools safely
 - use personal protective equipment (PPE)
- report material faults, damaged products and equipment
- use and dispose of waste sustainably
- avoid backtracking, work flow interruptions and wastage.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- features of assembly work orders and supplier instructions relating to the blinds in the performance evidence, and how to identify and interpret key information
- work order requirements, and industry-accepted quality indicators and requirements, relating to assembly work described in performance evidence:

- key requirements of Australian standards and codes of practice for assembly
- safety considerations and potential dangers associated with incorrect assembly
- cutting patterns and sequences
- identifying work process problems and resolving within scope of own role
- work health and safety (WHS) legislation, regulations, standards, codes of practice and procedures specific to assembly work described in performance evidence:
 - legislation and codes of practice relating to child safety mechanisms
 - controlling hazards and risks
 - eliminating hazardous materials and substances
 - using firefighting equipment and first aid equipment
 - using personal protective equipment:
 - hearing protection
 - protective clothing and head wear
 - respiratory protection
 - safety footwear
 - safety glasses and goggles
- workplace procedures relating to:
 - communication channels and protocols
 - manual handling, including lifting and carrying
 - safely cutting and assembling blinds
 - following manufacturer instructions and procedures
 - responding to emergencies and evacuations
 - cleaning and storing completed assembled blinds
 - storing surplus unused items
 - assessing condition of cutting tools
 - tagging and reporting faulty tools and equipment
 - disposing of waste safely and in an environmentally sustainable manner
 - recycling and re-use guidelines
 - using, cleaning, maintaining and storing tools and equipment
 - recording and reporting assembly information
- techniques for measuring, cutting, setting up and assembling blinds described in performance evidence that:
 - conform to quality requirements
 - comply with supplier instructions and manufacturer specifications
 - maximise the appearance of the finished work
 - provide for the most economical use of materials and labour
- mathematical methods for estimating and measuring assembly materials and openings, including factoring in required tolerances
- types of common problems that occur during assembly, and how to avoid and respond
- systems for storing and labelling materials required for assembly work

- types, characteristics, terminology, uses, maintenance and limitations of the following items required for the assembly described in performance evidence:
 - blind components and materials
 - operating mechanisms required for type of blind being assembled
 - fittings and attachments, including threads
 - tools and equipment used to assemble blinds, and procedures for their safe use, operation and maintenance:
 - cutting tools
 - cutting bench
 - saws
- documentation requirements for assembly work described in performance evidence.

Assessment Conditions

Assessment must occur in the workplace, or in a simulated environment that reflects workplace conditions and contingencies.

Access is required to tools, materials, equipment and specifications for the assembly described in the performance evidence above, including:

- blinds specified in the performance evidence
- PPE applicable to job requirements
- WHS documentation specific to the assembly
- tools and equipment specified in the knowledge evidence
- workplace documentation required for each assembly process, including:
 - work orders
 - workplace procedures
 - supplier instructions and manufacturer specifications.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

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