



**Australian Government**

# **MSFBA3012 Assemble interior blinds**

**Release: 1**

# MSFBA3012 Assemble interior blinds

## Modification History

Release 1. New unit of competency.

## Application

This unit of competency describes the skills and knowledge required to prepare and assemble a range of interior blinds according to job requirements. The unit involves planning job requirements, identifying required products and components to be assembled and their measurements and applying workplace procedures to ensure safe and correct assembly. The unit does not involve installing the blinds.

The unit applies to those assembling any blind for interior residential and commercial environments. The style of blinds to be assembled include aluminium, plastic or timber Venetian blinds; Roman blinds; roll-up and pull-down blinds; and vertical-style blinds. The blinds may be intended for installation in a range of openings, including windows, fixed and sliding doors, and building entrances. The unit does not apply to assembling wood-weave style blinds.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Not applicable.

## Unit Sector

Blinds and awnings.

## Elements and Performance Criteria

| Elements                                  | Performance Criteria                                                                            |                                                                                                                    |
|-------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |                                                                                                                    |
| 1. Prepare to assemble interior blinds    | 1.1                                                                                             | Identify and confirm job requirements and style of blind to be assembled from work order and supplier instructions |
|                                           | 1.2                                                                                             | Identify work health and safety (WHS) and personal protection requirements of assembly                             |
|                                           | 1.3                                                                                             | Select tools and equipment, and check their safe and effective operation                                           |

| <b>Elements</b><br>Elements describe the essential outcomes. | <b>Performance Criteria</b><br>Performance criteria describe the performance needed to demonstrate achievement of the element. |                                                                                                                                                                              |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                              | 1.4                                                                                                                            | Select materials from stock and check against job requirements                                                                                                               |
|                                                              | 1.5                                                                                                                            | Plan logical, safe and efficient work sequence that reflects work order and quality requirements, and economically uses materials                                            |
| 2. Assemble blinds                                           | 2.1                                                                                                                            | Source required materials, equipment and blind mechanisms in line with work instructions and manufacturer specifications                                                     |
|                                                              | 2.2                                                                                                                            | Lay out, measure, mark and cut materials for blind                                                                                                                           |
|                                                              | 2.3                                                                                                                            | Assemble component parts according to job requirements and manufacturer specifications                                                                                       |
|                                                              | 2.4                                                                                                                            | Finish blind assembly according to work instructions                                                                                                                         |
| 3. Finalise assembly                                         | 3.1                                                                                                                            | Check that assembled blind complies with quality and work order requirements, and rectify identified deficiencies within scope of own role or report to designated personnel |
|                                                              | 3.2                                                                                                                            | Clean assembled blind according to workplace procedures                                                                                                                      |
|                                                              | 3.3                                                                                                                            | Check tools and equipment, and tag and report faulty items according to workplace procedures                                                                                 |
|                                                              | 3.4                                                                                                                            | Clean, maintain and store remaining tools and equipment according to workplace procedures                                                                                    |
|                                                              | 3.5                                                                                                                            | Clean work area and surfaces, and dispose of waste safely and sustainably according to workplace procedures                                                                  |
|                                                              | 3.6                                                                                                                            | Legibly complete and process required workplace documentation according to workplace procedures                                                                              |

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.

|                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency. |                                                                                                                                                                                                                                                                                                                                  |
| Numeracy skills to:                                                                                                                                                                        | <ul style="list-style-type: none"><li>• interpret, discuss and use mathematical information embedded in blind specifications, work orders and instructions</li><li>• use mathematical information to estimate and measure assembly requirements, including required tolerances</li></ul>                                         |
| Oral communication skills to:                                                                                                                                                              | <ul style="list-style-type: none"><li>• communicate ideas and information to confirm work requirements and specifications and report work outcomes and problems:</li><li>• speaking clearly</li><li>• asking questions to gain information</li></ul>                                                                             |
| Reading skills to:                                                                                                                                                                         | <ul style="list-style-type: none"><li>• interpret routine workplace documentation, including:</li><li>• WHS requirements and procedures</li><li>• workplace assembly requirements and operator instructions</li><li>• work orders and instructions</li><li>• blind specifications, including design, size and quantity</li></ul> |

## Unit Mapping Information

Release 1. New unit of competency. No equivalent unit.

## 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 MSFBA3012 Assemble interior blinds

## Modification History

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## 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.

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