



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

Elements Elements describe the essential outcomes.	Performance Criteria 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.

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Numeracy skills to:	• interpret, discuss and use mathematical information embedded in blind specifications, work orders and instructions • use mathematical information to estimate and measure assembly requirements, including required tolerances
Oral communication skills to:	• communicate ideas and information to confirm work requirements and specifications and report work outcomes and problems: • speaking clearly • asking questions to gain information
Reading skills to:	• interpret routine workplace documentation, including: • WHS requirements and procedures • workplace assembly requirements and operator instructions • work orders and instructions • blind specifications, including design, size and quantity

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>