



Australian Government

MSFBA3014 Assemble pelmets

Release: 1

MSFBA3014 Assemble pelmets

Modification History

Release 1. Supersedes and is equivalent to MSFBA3008 Construct pelmets.

Application

This unit of competency describes the skills and knowledge required to cut, prepare and assemble pelmet components for interior blind installations according to job requirements. The unit involves planning job requirements, identifying required pelmets and components to be used, and applying workplace procedures to ensure safe and correct assembly. The unit does not involve installing pelmets.

The unit applies to those assembling pelmets for any interior residential or commercial environment. The pelmets may be for a range of interior blinds, including aluminium, plastic or timber Venetian blinds; and Roman, roller or vertical 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 for pelmet assembly	1.1	Identify job and pelmet requirements from work order and supplier instructions
	1.2	Identify work health and safety (WHS) and personal protection requirements of assembly according to workplace procedures
	1.3	Identify and select required materials, hardware, components, tools and equipment based on work order, and check their safe and effective operation
	1.4	Plan logical, safe and efficient work sequence that reflects

Elements Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element.	
		work order and quality requirements, and economically uses materials
2. Prepare and assemble pelmet components	2.1	Set up required materials and equipment in line with work instructions and manufacturer specifications
	2.2	Measure and cut components to specification and lay out ready for assembly according to workplace procedures
	2.3	Assemble components according to work instructions
	2.4	Monitor work operations to identify problems and resolve within scope of own role or report to designated personnel in line with workplace procedures
3. Finalise assembly	3.1	Check that completed assembled pelmet complies with quality and work order requirements, and rectify identified deficiencies within scope of own role
	3.2	Clean, package and store completed pelmet 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.

Numeracy skills to:

- interpret, discuss and use mathematical information in pelmet specifications, work orders and instructions

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.

	• 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 • assembly requirements • work orders and pelmet specifications, including design, size, colour and quantity

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSFBA3008 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 MSFBA3014 Assemble pelmets

Modification History

Release 1. Supersedes and is equivalent to MSFBA3008 Construct pelmets.

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:

- cut pelmet component materials according to work orders to within +/- 1 mm and safely and correctly assemble pelmets for at least four of the following different styles of internal blinds:
- aluminium Venetian blinds
- plastic or timber Venetian blinds
- roller blinds
- Roman blinds
- vertical blinds.

One of the above four assemblies must be for a bay window, box bay window or corner window.

In the course of the four assemblies, the following pelmets must be assembled:

- metal
- timber
- wood weave.

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, 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)
- use and dispose of waste sustainably
- avoid backtracking, work flow interruptions and wastage
- identify and resolve routine problems and faults encountered.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- features of assembly work orders and supplier instructions relating to the pelmets 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
 - typical work process problems and ways of resolving within scope of own role
- work health and safety (WHS) regulations, standards, procedures and practices specific to assembly work described in performance evidence:
 - 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 pelmets
 - following manufacturer instructions and procedures
 - responding to emergencies and evacuations
 - cleaning, packaging and storing completed assembled pelmets
 - 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 finished work

- provide for 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 and assembled pelmets
- types, characteristics, terminology, uses, maintenance and limitations of the following items required for the assembly described in performance evidence:
 - pelmet components and materials
 - operating mechanisms
 - fittings and attachments
 - tools and equipment:
 - cutting tools
 - drills
 - glue guns
 - hammers
 - pop rivet guns
 - saws
 - screwdrivers
 - hardware:
 - screws
 - nails
 - pop rivets
- 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:

- pelmets for blinds specified in the performance evidence
- PPE applicable to job requirements:
 - hearing protection
 - protective clothing and head wear
 - respiratory protection
 - safety footwear
 - safety glasses or goggles
- 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>