



Australian Government

MSFBA3015 Install louvre shutters

Release: 1

MSFBA3015 Install louvre shutters

Modification History

Release 1. Supersedes but is not equivalent to MSFBA3003 Install timber shutters.

Application

This unit of competency describes the skills and knowledge required to identify work requirements and then install louvre shutters according to job requirements. The unit involves planning job requirements, identifying required shutter products to be used and their measurements and fasteners, and applying workplace procedures to ensure their safe and correct installation.

The unit applies to those installing interior and exterior louvre shutters in residential and commercial environments. The shutters may be installed on a range of surfaces, including aluminium, ceramic tiles, porcelain tiles, concrete, masonry, plasterboard and timber.

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 installation of louvre shutters	1.1	Identify job and shutter requirements from work order and supplier instructions
	1.2	Complete a check measure on site and document required product specifications and specific access and installation requirements
	1.3	Identify work health and safety (WHS) and personal protection requirements of installation according to workplace procedures
	1.4	Identify and select required materials, tools, equipment and accessories based on work order, and check their safe and effective

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		operation
	1.5	Schedule installation and agree access arrangements to site
	1.6	Plan logical, safe and efficient work sequence that reflects work order and quality requirements
2. Install louvre shutters	2.1	Inspect installation site in consultation with customer, confirm type of shutter to be installed, and address job, site and customer-specific technical and safety requirements
	2.2	Set up required materials, equipment and shutter mechanisms in line with work instructions and manufacturer specifications
	2.3	Fit shutter to opening according to work order and manufacturer specifications
	2.4	Fasten shutter according to shutter type, work order and opening surface; and using fastening tools in line with supplier instructions and workplace procedures
	2.5	Test installed shutter for correct operation within limits of normal operation, and adjust and repair performance problems in line with own level of responsibility
3. Finalise installation	3.1	Check that completed work complies with quality and work order requirements, and rectify identified deficiencies within scope of own role
	3.2	Clean work area and surfaces, and dispose of waste safely and sustainably according to workplace procedures
	3.3	Identify and store surplus unused items for re-use and recycling according to workplace procedures
	3.4	Check tools and equipment, and tag and report faulty items according to workplace procedures
	3.5	Clean and store remaining tools and equipment according to workplace procedures
	3.6	Advise customer on correct operation and maintenance of louvre shutters

Elements	Performance Criteria	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
	3.7	Legibly complete and process required workplace and customer documentation according to workplace requirements

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 routine workplace documentation - process customer documentation, including required invoicing and receipting - keep records of hours worked, quantity of items used and additional routine costs - estimate and measure materials and installation spaces, including factoring in required tolerances
Oral communication skills to:	- discuss and negotiate site access, installation requirements, and correct operation of louvre shutters with a range of customers, including real estate agents, body corporate representatives, builders, home owners, and tenants: - speaking clearly - applying effective listening techniques - asking questions to gain information
Reading skills to:	interpret routine workplace documentation, including work orders, WHS requirements and workplace installation procedures

Unit Mapping Information

Release 1. Supersedes but is not equivalent to MSFBA3003 Install timber shutters.

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 MSFBA3015 Install louvre shutters

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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 install one of each of the following types of louvre shutters:
 - one interior louvre shutter for a residential building
 - one interior louvre bi-fold shutter for either a residential or commercial building
 - one interior louvre bi-pass shutter for either a residential or commercial building
 - one special-shaped interior louvre shutter for either a residential or commercial building, based on the template created by candidate for that purpose
 - one exterior louvre shutter for a residential building
 - one exterior louvre shutter for a commercial building.

One of the above interior installations must be in a bay window, box bay window, or corner window.

One of the above exterior installations must be above ground level and demonstrate the safe and correct use of lifting equipment.

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

- interpret work order and locate and use materials, tools and equipment required for the installation
- 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 site, 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
- work with others, recognising dependencies and using cooperative approaches to optimise work flow and productivity.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- features of installation work orders and supplier instructions relating to the types of louvre shutters in the performance evidence, and how to identify and interpret key information
- work order requirements, and industry-accepted quality indicators and requirements, relating to installations described in performance evidence:
 - key requirements of Australian standards and codes of practice for individual installers
 - building code requirements specific to installation described in performance evidence
 - safety considerations and potential dangers associated with incorrect installation
 - wind zoning requirements relating to exterior louvre shutters
- operation and maintenance requirements of louvre shutters in performance evidence
- emerging trends in installing louvre shutters, including new materials used and their associated energy ratings and fire retardant attributes
- work health and safety (WHS) procedures, practices and regulations specific to installations described in performance evidence:
 - controlling hazards and risks
 - eliminating hazardous materials and substances
 - managing rain and wind resistance during installation
 - using firefighting equipment and first aid equipment
 - operating lifting equipment
 - using personal protective equipment
- workplace procedures relating to:
 - communicating work requirements with customers
 - scheduling installation
 - accessing and inspecting installation sites
 - manual handling, including lifting and carrying
 - safely installing and fastening louvre shutters
 - tagging and reporting faulty tools and equipment
 - disposing of waste safely and in an environmentally sustainable manner
 - recycling and re-use guidelines
 - cleaning and storing tools and equipment
 - storing surplus unused items
 - recording and reporting installation information
 - presenting invoices, and collecting and receipting payments
- techniques for installing electric and manual shutter control devices:
 - electric, including radio-controlled remote devices and photocell sensor devices using 240V mains power, and 12V rechargeable solar and battery-operated control
 - manual, including winders and straps
- effect of site characteristics and access restrictions on installation equipment selection and use
- techniques for installing and fastening louvre shutters described in performance evidence, including:
 - on surfaces made of:

- aluminium
- ceramic and porcelain tiles
- concrete
- masonry
- plasterboard
- timber
- fastening agents:
 - adhesive tape
 - nails
 - screws
- installing and fastening that:
 - conform to quality requirements
 - comply with supplier instructions and manufacturer specifications
 - maximise appearance of the finished work
 - provide for the most economical use of materials and labour
- mathematical methods for estimating and measuring materials and installation spaces, including factoring in required tolerances
- types of common problems that occur during installation, and how to avoid and respond
- types, characteristics, uses, maintenance and limitations of the following items required for the installations described in performance evidence:
 - products and materials specific to louvre shutter installation:
 - fastening products, including adhesive tape, Dyna Bolts, masonry anchors, nails, nuts and bolts and screws
 - fillers, including caulking, cover strips and filler strips
 - shutter hardware, including hinges and mounting brackets
 - track systems
 - tools and equipment:
 - hand tools, including caulking gun, scissors, screwdrivers and tape measure
 - power tools, including coping saw, docking saw, jigsaw and power drill
 - equipment, including ladders, drop sheets, barriers, cones, signs and lifting equipment
- documentation requirements for installation 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 installation described in the performance evidence above, including:

- louvre shutters requiring installation as specified in the performance evidence
- PPE applicable to job requirements

- WHS documentation specific to the installation
- tools and equipment specified in the knowledge evidence
- workplace documentation required for each installation, including:
 - work quotations and work orders
 - workplace procedures specified in the knowledge evidence
 - supplier instructions and manufacturer specifications
 - customer care cards
 - customer invoices and receipts
 - time sheets.

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

Links

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