



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

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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>