



Australian Government

MSFBA3017 Install interior blinds

Release: 1

MSFBA3017 Install interior blinds

Modification History

Release 1. Supersedes and is equivalent to MSFBA3001 Install interior blinds.

Application

This unit of competency describes the skills and knowledge required to identify work requirements and then install interior blinds according to specifications. The unit involves planning job requirements, identifying required blind products, fittings, and attachments to be used, and applying workplace procedures to ensure their safe and correct installation

The unit applies to those installing blinds in any interior space of residential and commercial environments. The style of blinds to be installed includes aluminium, plastic or timber Venetian, Roman, roller, and vertical blinds. The blinds may be installed on a range of surfaces, including 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 interior blind	1.1	Identify job and blind requirements from work order and supplier instructions
	1.2	Identify work health and safety (WHS) and personal protection requirements of installation according to workplace procedures
	1.3	Identify and select required materials, tools, equipment and accessories based on work order, and check their safe and effective operation
	1.4	Schedule installation and agree access arrangements to site

Elements Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element.	
	1.5	Plan logical, safe and efficient work sequence that reflects work order and quality requirements
2. Install interior blind	2.1	Inspect installation site in consultation with customer, confirm blind to be installed, and address job, site and customer-specific technical and safety requirements
	2.2	Set up required materials, equipment and blind mechanisms in line with work instructions and manufacturer specifications
	2.3	Fit pelmets and cord brackets using required hardware and adjust to suit blind operation according to workplace procedures
	2.4	Fit blind and pulley according to work order, design requirements and manufacturer specifications
	2.5	Test installed blind 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
	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 blind
	3.7	Legibly complete and process required workplace and customer 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 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 installation materials and spaces, including factoring in required tolerances
Oral communication skills to:	• discuss and negotiate site access, installation requirements and correct operation of blinds 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 and is equivalent to MSFBA3001 Install interior blinds.

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 MSFBA3017 Install interior blinds

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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 at least four of the following interior blinds:
 - aluminium Venetian blinds
 - plastic or timber Venetian blinds
 - roller blinds
 - Roman blinds
 - vertical blinds.

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

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

- interpret work order and locate 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.

In installing the suite of blinds, the candidate must also demonstrate the ability to install on the following surfaces:

- concrete or masonry
- plasterboard or timber.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- features of installation work orders and supplier instructions relating to the styles of interior 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 installations described in performance evidence:
 - key requirements of Australian standards and codes of practice for individual installers
 - consumer product safety standards and requirements associated with domestic corded internal window blinds
 - safety considerations and potential dangers associated with incorrect installation
- operation and maintenance requirements of blinds in performance evidence
- emerging trends in installing interior blinds, including new materials 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
 - using firefighting equipment and first aid 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 securing blinds
 - 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 and securing blinds described in performance evidence that include attachment processes that:
 - conform to quality requirements
 - comply with supplier instructions and manufacturer specifications
 - maximise the appearance of the finished work
 - provide for economical use of materials and labour
- effect of site characteristics and access restrictions on equipment selection and use
- mathematical methods for estimating and measuring installation materials and spaces, including factoring in required tolerances
- types of common problems that occur during installation, and how to avoid and respond

- tools and equipment required for the installations described in performance evidence:
 - hand tools, including drills, hammers, ladders and screwdrivers
 - power tools required to install interior blinds described in performance evidence
 - equipment, including drop sheets and ladders
 - materials, including bolts, masonry anchors, nails and screws
 - fittings and attachments, including mounting brackets and operating mechanisms
- systems for storing and labelling materials required for the installation work
- types, characteristics, uses, maintenance, and limitations of the following items required for the installations described in performance evidence:
 - blind products and materials
 - operating mechanisms required for style of interior blind being installed
 - fittings and attachments
 - tools and 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:

- blind styles requiring installation and installation locations 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 orders, customer orders, job cards and work quotations
 - workplace procedures specified in the knowledge evidence
 - supplier instructions and manufacturer specifications
 - 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.

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