



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>