



Australian Government

MSFBA3019 Assemble roller shutters

Release: 1

MSFBA3019 Assemble roller shutters

Modification History

Release 1. New unit of competency.

Application

This unit of competency describes the skills and knowledge required to identify and assemble roller shutters according to job requirements. The unit involves planning job requirements, identifying required shutter products to be assembled and their measurements, and applying workplace procedures to ensure safe and correct assembly. The unit does not involve installing the roller shutters.

The unit applies to those assembling residential and commercial roller shutters, which can include light-weight domestic, heavy-weight commercial, and fire-rated and cyclone-rated shutters. The shutters may be required for a range of openings, including windows, fixed and sliding doors, building entrances, and inside and exterior to buildings.

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 Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Prepare to assemble roller shutters	1.1	Identify and confirm job requirements and style of shutter to be assembled 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	Select tools and equipment, and check their safe and effective operation
	1.4	Select materials from stock and check against job

Elements Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element.	
		requirements
	1.5	Plan logical, safe and efficient work sequence that reflects work order and quality requirements, and economically uses materials
2. Assemble roller shutters	2.1	Source required materials, equipment and shutter mechanisms in line with work instructions and manufacturer specifications
	2.2	Lay out, measure, mark and cut materials for shutter according to workplace procedures
	2.3	Assemble component parts according to job requirements and manufacturer specifications
	2.4	Finish shutter assembly according to work instructions
3. Finalise assembly	3.1	Check that assembled shutter complies with quality and work order requirements, and rectify identified deficiencies within scope of own role or report to designated personnel
	3.2	Clean assembled shutter 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 and discuss mathematical information in shutter
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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.

	- specifications, work orders and instructions - use mathematical information to correctly estimate and measure assembly requirements, including required tolerances
Oral communication skills to:	- communicate 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 - workplace assembly requirements and operator instructions - work orders and instructions - shutter specifications, including design, size and quantity

Unit Mapping Information

Release 1. New unit of competency. No equivalent unit

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 MSFBA3019 Assemble roller 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 assemble each of the following types of roller shutters:
 - light-weight exterior domestic roller shutter
 - heavy-weight exterior commercial roller shutter
 - fire-rated or cyclone-rated roller shutter
 - interior roller shutter.

In the course of the above four assembly processes, the person must demonstrate the ability to assemble shutters with the following shutter control devices:

- at least two electric systems involving a radio-controlled remote device or photocell sensor device
- at least one manual system involving winders or straps.

One of the above shutter control devices must be a 240V control device to be connected to mains power when installed; and one a 12V rechargeable solar or battery-operated control device.

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 and 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 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 assembly work orders and supplier instructions relating to the types of roller 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 assembly work described in performance evidence:
 - key requirements of Australian standards and codes of practice for assembly
 - building code requirements specific to roller shutter product described in performance evidence
 - safety considerations and potential dangers associated with incorrect assembly
 - impact of wind zoning requirements on assembly of exterior roller shutters
- operation of roller shutters in performance evidence
- emerging trends in roller shutters, including:
 - new materials used in face, reveal and packing
 - associated energy ratings and fire-retardant attributes
- work health and safety (WHS) procedures, practices and regulations specific to assembly work described in performance evidence:
 - controlling hazards and risks
 - eliminating hazardous materials and substances
 - using firefighting equipment and first aid equipment
 - operating lifting equipment
 - using personal protective equipment
- workplace procedures relating to:
 - communication channels and protocols
 - manual handling, including lifting and carrying
 - safely cutting and assembling roller shutters
 - following manufacturer instructions and procedures
 - 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 assembly information
- techniques for assembling shutters with 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

- 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
- types, characteristics, uses, maintenance and limitations of the following items required for the assembly described in performance evidence:
 - roller shutter products and materials
 - operating mechanisms required for type of roller shutter being assembled
 - tools and equipment used to assemble roller shutters and procedures for their safe use, operation and maintenance:
 - hand tools, including screwdrivers, hack saws and snip cutters
 - power tools, including 240V mains connected, and 12V rechargeable solar and battery-operated
- 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:

- roller shutters requiring assembly as specified in the performance evidence
- PPE applicable to job requirements
- WHS documentation specific to the assembly
- tools and equipment specified in the knowledge evidence
- shutter control devices
- workplace documentation required for assembly process, including:
 - work orders
 - workplace procedures specified in the knowledge evidence
 - 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.

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