



Australian Government

MSFBA3020 Install roller shutters

Release: 1

MSFBA3020 Install roller shutters

Modification History

Release 1. New unit of competency.

Application

This unit of competency describes the skills and knowledge required to identify and install roller 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 roller shutters in residential and commercial environments. The shutters to be installed include light-weight domestic, heavy-weight commercial, and fire-rated and cyclone-rated shutters. The shutters may be installed in a range of openings, including windows, fixed and sliding doors, building entrances, and inside and exterior to buildings. They may be fastened to a range of surfaces, including aluminium, concrete, masonry, plasterboard and timber.

Licensing, legislative, or certification requirements may apply to this unit. Relevant state/territory and local government agencies should be consulted to determine necessary requirements for installing roller shutters

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 roller shutters	1.1	Identify job and shutter requirements from work order and supplier instructions
	1.2	Complete 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

Elements Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element.	
		workplace procedures
	1.4	Identify and select required materials, tools, equipment and accessories based on work order, and check their safe and effective operation
	1.5	Schedule installation and agree access arrangements to site
	1.6	Plan logical, safe and efficient work sequence that reflects work order
2. Install roller 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, type of control system and manufacturer specifications
	2.4	Fasten shutter according to shutter type, work order and opening surface 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
	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

Elements	Performance Criteria	
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		roller shutters
	3.7	Legibly complete and process required workplace and customer documentation

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 work orders and specifications - estimate and measure installation openings, including factoring in required tolerances - process customer documentation, including required invoicing and receipting - record hours worked, quantity of items used and additional routine costs
Oral communication skills to:	- discuss and negotiate site access, installation requirements, and correct operation of roller 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. 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 MSFBA3020 Install 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 install one of 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.

One of the above installations must be in an above-ground level opening and demonstrate the safe and correct use of lifting equipment.

In the course of the above four installations, the person must demonstrate the ability to install shutters with the following shutter control devices:

- one electric system involving radio-controlled remote device or photocell sensor device
- one manual system involving winders or straps.

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

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

- interpret work order, and locate required materials, tools and equipment
- 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 roller shutters, the candidate must demonstrate the ability to:

- install in at least two of the following different openings:
 - door or window
 - sliding door
 - wide-span opening of 3.2 metres or above requiring the help of an assistant
- fasten to at least two of the following different surfaces:
 - aluminium
 - concrete
 - masonry
 - plasterboard
 - timber.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- features of installation 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 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 roller shutters
- operation and maintenance requirements of roller shutters in performance evidence
- emerging trends in installing roller shutters, including:
 - new materials used in face, reveal and packing
 - 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, first aid equipment
 - operating lifting equipment
 - using personal protective equipment
- workplace procedures relating to:
 - communication channels and protocols
 - scheduling installation
 - accessing and inspecting installation sites
 - manual handling, including lifting and carrying

- following manufacturer instructions and procedures
- safely installing and fastening roller 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 or straps
- effect of site characteristics and access restrictions on installation equipment selection and use
- techniques for installing and fastening roller shutters described in performance evidence, including:
 - in openings made of a range of:
 - aluminium
 - concrete
 - masonry
 - plasterboard
 - timber
 - installing and fastening that:
 - conform to quality requirements
 - comply with supplier instructions and manufacturer specifications
 - maximise the appearance of the finished work
 - provide for the most economical use of materials and labour
- mathematical methods for estimating and measuring installation openings, including factoring in required tolerances
- requirements and procedures for using qualified licensed electricians when installation and control devices involve mains power
- 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:
 - roller shutter products and materials
 - operating mechanisms required for type of roller shutter being installed, including radio-controlled remote devices and photocell sensor devices
 - specialised fasteners used for the different types of roller shutters
 - tools and equipment:
 - hand tools, including screwdrivers, hack saws and snip cutters

- power tools, including 240V mains connected, and 12V rechargeable solar and battery-operated
- 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:

- roller 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
- control devices for shutters being installed
- 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 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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