



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	Performance Criteria	
Elements describe the essential outcomes.	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	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
		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>

