



Australian Government

MSFBA3021 Assemble louvre shutters

Release: 1

MSFBA3021 Assemble louvre shutters

Modification History

Release 1. No equivalent unit. Supersedes but is not equivalent to MSFBA3003 Install timber shutters.

Application

This unit of competency describes the skills and knowledge required to prepare and assemble louvre shutters according to job requirements. The unit involves planning job requirements, identifying required products and components to be assembled and their measurements, and applying workplace procedures to ensure their safe and correct assembly.

The unit applies to those assembling interior and exterior louvre shutters used in residential and commercial environments.

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 to assemble louvre 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 according to workplace procedures
	1.4	Select materials from stock and check against job requirements

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, and economically uses materials
2. Assemble louvre 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
	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, discuss and use mathematical information in shutter specifications, work orders and instructions - use mathematical information to estimate and measure assembly
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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.

	requirements, including required tolerances
Oral communication skills to:	• communicate ideas and 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. No equivalent unit. Supersedes but is not equivalent to MSFBA3003 Install timber shutters.

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 MSFBA3021 Assemble louvre 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 styles of shutters:
 - one fixed louvre shutter
 - one louvre bi-fold shutter
 - one sliding louvre shutter
 - one special-shaped louvre shutter for either a residential or commercial building, based on the template created by candidate for that purpose.

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)
- report material faults, damaged products and equipment
- use and dispose of waste sustainably
- avoid backtracking, work flow interruptions and wastage

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- features of assembly work orders and supplier instructions relating to the types of louvre 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 assembly described in performance evidence
- safety considerations and potential dangers associated with incorrect assembly
- cutting patterns and sequences
- identifying work process problems and resolving within scope of own role
- operation requirements of louvre shutters in performance evidence
- emerging trends in louvre shutters, including new materials used and their associated energy ratings and fire-retardant attributes
- work health and safety (WHS) regulations, standards, procedures, and practices specific to assembly described in performance evidence:
 - controlling hazards and risks
 - eliminating hazardous materials and substances
 - using firefighting equipment, first aid equipment
 - operating lifting equipment
 - using personal protective equipment
- workplace procedures relating to:
 - communicating channels and protocols
 - manual handling, including lifting and carrying
 - safely cutting and assembling louvre 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 assembly information
- techniques for measuring, setting up and assembling 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
- techniques for measuring, cutting, setting up and assembling louvre shutters described in performance evidence 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 assembly materials and openings, including factoring in required tolerances
- types of common problems that occur during assembly, and how to avoid and respond
- types, characteristics, terminology, uses, maintenance and limitations of the following items required for the assembly described in performance evidence:

- shutter components and materials
- operating mechanisms required for type of shutter being assembled
- tools and equipment required to assemble shutters, and procedures for their safe use, operation and maintenance:
 - cutting tools
 - cutting bench
 - saws
- 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 work described in the performance evidence above, including:

- louvre 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
- workplace documentation required for assembly work, 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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