



Australian Government

MSFSF2013 Dress windows

Release: 1

MSFSF2013 Dress windows

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers decoratively installing and adjusting window finishings.

Licensing, legislative or certification requirements may apply to this unit and relevant state/territory and local government agencies should be consulted to determine any necessary certification or licensing for undertaking window dressing work. Access to construction sites requires certification of general induction training specified by the *National Code of Practice for Induction for Construction Work (ASCC 2007)*.

Pre-requisite Unit

Competency Field

Unit Sector

Soft Furnishing

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Identify window finishings to be installed	1.1	Type of window finishings to be fitted and work order requirements are identified
		1.2	Materials and tools are identified from work instructions and, where necessary, site inspection
		1.3	The effect of the fitting process on overall finished window is identified
2	Plan process for dressing window	2.1	Work health and safety (WHS) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work
		2.2	Appropriate equipment is identified to minimise risks of damage to customers' premises or injuries to self
		2.3	Manufacturer information on products used is located and

- used to plan work
- 2.4 Decorator's specifications, if any, are used to plan work
- 2.5 Attachment process is planned to conform to quality requirements, minimise time, economically use materials and maximise appearance of the finished work
- 2.6 Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition
- 3 Complete fitting operations
- 3.1 Backing is attached, where appropriate, to the curtain using appropriate fittings
- 3.2 Required number of glides are identified, matched between window finishing, and tracks added or removed as required
- 3.3 Curtains are attached to tracks and checked for smooth and even operation and hanging
- 3.4 Curtain height and floor clearance is checked and compared to work order requirement
- 3.5 Pelmet, valances, swags, pull-backs or tie-back holders are fitted using appropriate hardware and adjusted for fall, neatness and appearance
- 3.6 Where required, pleats are folded and tied to maintain required pleating
- 4 Clean work area
- 4.1 Worksite and any equipment used is cleaned and stored appropriately
- 4.2 Unserviceable equipment is tagged, faults are identified and appropriate personnel are informed
- 4.3 Completed work is inspected and compared to workplace quality requirements
- 4.4 Fittings and curtains which do not meet quality specifications are repaired on-site or returned to the workroom for repair
- 4.5 Appropriate documentation or reporting is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

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| Unit context includes: | <ul style="list-style-type: none">• WHS requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent• work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements• work requires individuals to demonstrate some discretion, judgement and problem solving |
| Window finishings include: | <ul style="list-style-type: none">• curtains• sheers• swags• pelmets• valances• tie-backs and hold-backs |
| Tools and equipment include: | <ul style="list-style-type: none">• hand or power operated tools• drills• hammers• screwdrivers |
| Personal protective equipment includes: | <ul style="list-style-type: none">• that prescribed under legislation, regulations and enterprise policies and practices |
| Information and procedures include: | <ul style="list-style-type: none">• workplace procedures relating to the use of tools and equipment• work instructions, including job sheets, cutting lists, plans, drawings and designs• workplace procedures relating to reporting and communication• manufacturer specifications and operational procedures |

Unit Mapping Information

Supersedes and is equivalent to LMFSF2013B Dress windows.

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 MSFSF2013 Dress windows

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Performance Evidence

- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Install at least four (4) different types of window dressings, which must include curtains and tie-backs
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- Window dressing and fitting materials and techniques
- Identification of equipment, processes and procedures
- Work flow in relation to fitting curtains, valances, swags and other window treatments

Assessment Conditions

- Assessors must:
 - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
 - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
 - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.

- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to curtains, tracks, decorative window finishings, appropriate quality specifications and instructions.

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