



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMTCL2016B Trim headwear**

**Revision Number: 1**

## **LMTCL2016B Trim headwear**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit description** This unit covers the skills and knowledge to perform the tasks associated with the trimming of headwear.

## Application of the Unit

### Application of the Unit

The unit applies to multiple units of repetitive styles such as sports caps, sun protective headwear, soft hats and adventure wear sewn from textile products. It involves selecting or making simple trims.

Work is conducted according to defined procedures.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control, and recycling

This unit requires the application of skills associated with planning and organising to trim headwear. Problem solving skills are required to select materials, ensure work conforms to requirements and identify any production problems. Communication skills are used to refer to specifications. Self management skills are used to ensure safe use of technology and conformance of own work to quality standards.

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

### Prerequisites

## Employability Skills Information

**Employability Skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Not applicable.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Confirm trim requirements	1.1 Requirements for trimming headwear are confirmed to ensure specifications are met. 1.2 Sequence for trimming is determined.
2 Select or make simple trims	2.1 Appropriate materials are selected to reflect requirements of design and quality. 2.2 Materials are prepared by cutting, stiffening or shaping, as required, according to design requirements. 2.3 <b>Trims</b> are formed, sewn, stapled or glued in preparation for attachment to headwear.
3 Trim headwear	3.1 Trim is attached to hat as required to reflect design. 3.2 Trimmed or finished article is checked for safety, including <b>potentially dangerous items</b> . 3.3 <b>OHS practices</b> are followed. 3.4 Action is taken according to OHS practices to prevent accidents and to eliminate risks to personal safety.

## Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Demonstrates knowledge of:

- industry and product processes and equipment
- trims, including fabric types, variety, their application and attachment methods
- inspection and checking procedures
- quality standards and practices
- safety and environmental aspects related to machine operation and use of tools and equipment, and the importance of ventilation and lighting
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- prepare a variety of trims
- visualise the finished product
- attach and position trims to produce the required outcome
- apply the quality requirements for each stage of the process
- document, assess and transfer information
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

## Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

<b>Critical aspects of evidence</b>	Demonstrates skills and knowledge to: <ul style="list-style-type: none"><li>• make simple trims</li><li>• attach trims to headwear</li><li>• operate machines or equipment</li><li>• recognise non-conforming outcomes</li></ul>
<b>Consistency in performance</b>	Consistently applies skills and knowledge when: <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks according to instructions</li><li>• working systematically with attention to detail</li><li>• identifying improvements and avoiding damage</li><li>• using workplace practices</li><li>• using OHS practices</li><li>• recording and reporting accidents and incidents</li><li>• assessing operational readiness of equipment</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li></ul>
<b>Resource implications</b>	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
<b>Context for assessment</b>	Assessment may occur on the job or in an appropriately simulated environment.
<b>Interdependent assessment</b>	This unit may be assessed independently or in combination with other relevant units.

## Range Statement

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the Performance Criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislative/regulatory requirements All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Trims may include:

- ribbon
- braid
- fabric
- flowers
- badges
- buttons
- studs
- eyelets
- fastenings
- elastic
- cords
- feathers

Potentially dangerous items may include:

- wiring
- pins
- staples
- flower or trim wires
- dyes
- hat elastic

OHS practices OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents

- environmental practices

## **Unit Sector(s)**

**Sector**                      Clothing Production