



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN2003B Work in the Textiles, Clothing and Footwear industry

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to identify key production processes within a textiles, clothing and footwear (TCF) sector.

Application of the Unit

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The unit applies to all sectors in the TCF industry. It may be applied to a specific sector but must include production processes and flow of product from raw materials through to distribution.

The unit applies to working in the TCF industry and includes identification of applicable legislation, guidelines and workplace practices for the relevant sector.

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 performing a productive and responsible role within a TCF enterprise. These include communication and teamwork to identify various roles and work cooperatively with others and problem solving, enterprise and initiative to address obstacles to productive work. Self management and learning are also engaged to ensure skills are acquired to necessary work standard.

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 Identify key industry representatives	<p>1.1 Relevant TCF sectors are identified.</p> <p>1.2 Industry representatives and their roles are identified.</p>
2 Identify relevant legislation and guidelines	<p>2.1 Relevant legislation and guidelines common to employment within TCF sector are identified.</p> <p>2.2 Rights, responsibilities and legal obligations are identified.</p> <p>2.3 Concepts of product quality in workplace are identified.</p> <p>2.4 Employability skills for workplace production are identified.</p>
3 Identify production processes and supply chains	<p>3.1 Workplace materials are identified.</p> <p>3.2 Workplace production processes for converting materials into products are identified.</p> <p>3.3 Workplace supply chains for products are identified.</p>
4 Describe workplace processes	<p>4.1 Workplace practices are identified.</p> <p>4.2 Key activities of workplace are described.</p> <p>4.3 Key personnel and their roles are identified.</p> <p>4.4 OHS practices are identified.</p> <p>4.5 Workplace areas or departments and their role in the production process are identified.</p>
5 Learn skills for productive work	<p>5.1 Required skills for current work role are identified.</p> <p>5.2 Skill limitations are identified.</p> <p>5.3 Opportunities for further skill development are identified.</p> <p>5.4 Plan for learning required skills is developed with or accepted from the supervisor.</p> <p>5.5 Learning and development activities are participated in.</p>
6 Manage own work	<p>6.1 Responsibility is taken for own work tasks and role.</p> <p>6.2 Initiative is used to articulate ideas and suggestions for improvements in own work processes</p> <p>6.3 Problem-solving strategies are used to address problems, inconsistencies or concerns when fulfilling work role</p> <p>6.4 Own work is monitored against workplace standards and areas for improvement identified and acted upon</p> <p>6.5 Work effectively and cooperatively with others in work team.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Demonstrates knowledge of:

- key industry and workplace processes and representatives
- applicable legislation
- industry terminology and acronyms
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- identify key industry and workplace processes and representatives
- access information as required
- question and make inquiries
- 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.

Critical aspects of evidence	Demonstrates skills and knowledge to: <ul style="list-style-type: none">• recognise key industry sectors• identify workplace practices and processes• describe concepts of supply chains• describe concepts of quality• identify relevant legislation
Consistency in performance	Consistently applies skills and knowledge when: <ul style="list-style-type: none">• organising work• completing tasks according to instructions• working systematically with attention to detail• identifying improvements and avoiding damage• using workplace practices• using OHS practices• recording and reporting accidents and incidents• assessing operational readiness of equipment• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units. Plant visit or work placement is required.

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.

Relevant TCF sectors may include: Relevant sectors are those which relate to overlap or are part of the supply chain to the workplace and may include:

- textile production
- early stage wool processing
- cotton ginning
- textile fabrication
- clothing production
- millinery
- footwear production
- footwear repair
- leather production
- laundry operations
- dry cleaning operations
- TCF mechanic/technician
- medical grade footwear
- technical textiles and non-wovens
- fashion design and technology
- industry associations
- unions
- relevant legislative bodies governing OHS, environmental protection, anti-discrimination

Industry representatives may include:

Legislation and guidelines may include:

- OHS
- anti-discrimination
- equal employment opportunities
- workplace diversity
- freedom of information
- environmental guidelines
- industrial relations awards
- Australian Standards

Concepts of product quality include:

- consistency in quality
- producing to specification, including time requirements

- Employability skills include:
- meeting customer requirements
 - ability to work in teams
 - ability to solve problems
 - ability to communicate in the workplace
 - using initiative and enterprise
 - using technology
 - ability to plan and organise
 - ability to manage self
 - ability to learn work-related skills and knowledge
- Materials include:
- natural and synthetic fibres and fabrics
 - animal hides
 - components such as buttons and zips
- Supply chains includes:
- concept of product flow from raw materials to production, distribution, marketing and sale
 - customers and suppliers
- Key personnel may include:
- supervisor or team leader
 - production staff and operators
 - management and specialist support staff
 - unions or industry associations or representatives
 - OHS representatives
- 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
- Problem solving strategies may include:
- asking questions
 - reporting or referring to appropriate personnel
 - asking for help or support
 - referring to standard operating procedures
 - consideration of options
 - accessing information

Unit Sector(s)

Sector All