



Australian Government

Department of Education, Employment and Workplace Relations

HLTPO305C Modify footwear

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to select and modify footwear, which may be off-the-shelf or custom made

Application of the Unit

Application

Work performed requires a broad knowledge base and the ability to apply solutions to a defined range of unpredictable problems

It is expected that an orthotist or prosthetist/orthotist oversees client evaluation, cast measurement and fittings, wherever possible

Individuals will take responsibility for their own outputs and limited responsibility for the quantity and quality of output of others

Work is undertaken in accordance with organisation policy and procedure

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

1. Ascertain footwear requirements

PERFORMANCE CRITERIA

- 1.1 Review *prescriptions or instructions* from *appropriate health professionals* to confirm all required information has been provided
- 1.2 Discuss and agree requirements with client under the guidance of an appropriate health professional as required
- 1.3 *Select materials and style of footwear* as specified to match client's requirements
- 1.4 Order off-the-shelf footwear as required from appropriate suppliers and confirm availability within specified timelines

2. Select footwear

- 2.1 Select/manufacture off-the-shelf/custom footwear to meet client requirements
- 2.2 Assess footwear in terms of *mechanical, dimensional and therapeutic factors*
- 2.3 Document specifications for modification in accordance with organisation policy and procedures

ELEMENT

3. Modify and fit footwear and/or orthoses

PERFORMANCE CRITERIA

3.1 *Modify* footwear using appropriate *materials* and using *hand tools and/or machinery* correctly in accordance with safety requirements and manufacturers' specifications

3.2 Arrange fitting of modified footwear with client in accordance with organisation policy and procedure

3.3 Establish, maintain and store job records in accordance with organisation policy and procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Anatomy and physiology of the foot and ankle
- Applied anthropometrics of the foot, the variables in and effects of physical force systems (orthotic and footwear) on the body and dimensional, shape and other physical characteristics of off-the-shelf footwear.
- Common flaws and irregularities in leather
- Cutting and finishing of leather materials
- Footwear construction and standards; terminology; diagnostic and definitive constructions; modification processes; materials and tools/equipment used.
- Full range of procedures to adjust off-the-shelf footwear
- Identify various soling materials and accessories
- Organisation policy in relation to the scope and supervision of the role of the prosthetic orthotic technician
- Range and characteristics of off-the-shelf medical grade footwear and how they can be used to meet specified footwear problems.
- Relative clinical, practical and other advantages/ disadvantages of off-the-shelf footwear.
- Relevant OHS standards/legislation, regulatory requirements, health fund reimbursement policies and codes of practice
- Role and function of other practitioners in the field and in major related fields
- Safety and environmental aspects of relevant organisation activities
- Use of stockings, bandages and orthotic devices.
- Use and properties of footwear materials relevant to the role of the Prosthetic Orthotic Technician
- Workplace procedures; recording/documentation processes/techniques.

Essential skills:

REQUIRED SKILLS AND KNOWLEDGE

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply procedures and processes including report requirements.
- Communicate effectively with clients and health professionals
- Communicate effectively with the client to obtain clear and precise information about problems with the footwear
- Communicate and work effectively with work colleagues, associates and clients encompassing teamwork, client confidentiality, and appropriate communication and interpersonal skills.
- Communicate with people from diverse cultural and linguistic backgrounds
- Conduct fittings under supervision of an appropriate health professional or in accordance with organisation policy
- Correctly select appropriate footwear modification materials
- Correctly and safely operate a range of common footwear modification hand tools and electric machines
- Demonstrate hand and machine leather cutting, sewing and finishing
- Demonstrate literacy in English or a community language depending on the language used in pamphlets or workplace manuals
- Evaluate, problem solve and address a variety of common off-the-shelf footwear and orthoses problems
- Identify and safely use a range of commercial adhesives
- Identify and safely use a range of adhesives
- Maintain accurate records
- Make minor adjustments
- Recognise, report and manage errors and risk within work role
- Safely use electric machinery to sew and finish footwear modification materials
- Select and modify and fit footwear to meet client and clinician requirements
- Select appropriate materials and techniques
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use hand tools and machinery to undertake footwear modifications, as required.
- Use numeracy skills ranging from the ability to complete arithmetic calculations, to measuring and completing modifications on footwear

continued ...

Essential skills (contd):

- Use oral communication skills as required to fulfil job roles in a safe manner and as specified by the organisation, including:
 - skills in asking questions, providing clear information, listening to and understanding

REQUIRED SKILLS AND KNOWLEDGE

- workplace instructions, and clarifying workplace instructions when necessary
- effective verbal and non-verbal communication skills with a range of internal and external persons
 - competence in English or a community language, depending on client group and organisation requirements
 - Use problem solving skills in the development of prostheses to meet a range of client needs
 - Use reading and writing skills as required to fulfil job roles in a safe manner and as specified by the organisation at a level of skill that includes reading and interpreting technical specifications, OH&S and organisation policy and procedure manuals, and documenting client information

Evidence Guide

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 this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Observation of workplace performance is essential for assessment of this unit
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

EVIDENCE GUIDE

- Context of and specific resources for assessment:*
- Access to appropriate workplace where assessment can take place
 - Simulation of realistic workplace setting for assessment
 - Relevant organisation policy, guidelines, procedures and protocols
- Method of assessment*
- Observation of work activities
 - Observation of simulation
 - Written tasks
 - Relevant formal and informal education/training courses
 - Case studies and scenarios
 - Interviews/questioning
 - Role plays
- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities
- Related units:*
- This unit can be assessed independently
 - However holistic assessment practice with other health technician units of competency is encouraged

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. 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.

Footwear may include:

- Off-the-shelf
- Custom made
- Extra depth
- Post operative shoes
- Ready-made or therapeutic footwear

Appropriate health professionals may include;

- Prosthetist Orthotist
- Medical Practitioner
- Podiatrist
- Pedorthist

Prescriptions may include:

- Assessments
- Referrals
- Requests for modification

Materials may include:

- Leather
- Sewing materials
- Ethyl Vinyl Acetate
- Sole repairing products
- Nails and hand tacks
- Rivets
- Velcro
- D. Rings
- Adhesives

RANGE STATEMENT

Footwear styles may include:

- Slip ons
- Court
- Boot
- Sandal
- Inner shoe

Selection may include:

- Design - style eg: court, boot
- Size - to specific landmarks - width, length, toe angle, arch
- Structure - heel height and width, counter stability, sole flexibility
- Features - for individual needs/use eg: cushion sole
- Function - eg: fit, walk, stairs

Mechanical, dimensional and therapeutic factors may include:

- Physical and anatomical conditions of the foot (e.g. bunions)
- Feet dimensions - width, length, arch height
- Therapeutic factors such as skin condition - ulcers, pressure sores

Modification may include:

- On-site - fit eg: stretch footwear, apply insole, trim orthotic as required
- Off-site - shoe repairer, orthotist for brace
- Raisers
- SACH heels
- Rocker sole
- Wedges and flares
- Metatarsal bars
- Heel ferrules
- T. Straps
- Velcro closure
- Fitting adjustments

RANGE STATEMENT

Hand tools and machinery may include:

- Hand tools - knives, skiving tools, hammers, pincers, hole punchers, hack saw
- Machinery - footwear finishing, router, band saw, flat bed sewing machine, post sewing machine, overlocker, patcher, shoe stretcher, infra red heat lamps, pneumatic tools

Unit Sector(s)

Not Applicable