



Australian Government

Department of Education, Employment and Workplace Relations

LMFSF3003B Follow patterns to produce window toppings

Revision Number: 1

LMFSF3003B Follow patterns to produce window toppings

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to produce window toppings such as swags, tails, and soft padded pelmets, following the requirements of patterns.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify work requirements	1.1. Job requirements are identified from work instructions and patterns 1.2. Pattern is interpreted to determine detail or work requirements 1.3. Instructions for sequencing of work, particular measurements or adjustments are interpreted 1.4. Work sequence is planned, including quality checkpoints
2. Prepare for work	2.1. Suitable work area is selected for the tasks 2.2. OHS requirements, including ergonomic criteria and personal protection needs, are observed throughout the work 2.3. Materials are selected to match customer requirements, suitability for the purpose and work instructions 2.4. Potential hazards are identified from observation of the tools, equipment, materials and workplace reference material 2.5. 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 construction	3.1. Window toppings are constructed following work instructions 3.2. Work is checked against patterns and work sheets at the identified checkpoints 3.3. Non-conformity with the required quality standards is rectified
4. Finalise operations	4.1. Completed work is checked against required quality standards 4.2. Documentation or reporting is completed following workplace procedures 4.3. Work area is cleaned, tools and equipment are returned to storage 4.4. Unused materials are returned to storage and waste and scrap is dealt with following workplace procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using co-operative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- use pre-checking and inspection techniques to anticipate production problems, avoid re-working and avoid wastage
- use workplace technology related to the production of window toppings, including tools, equipment, materials and measuring devices

Required knowledge

- the type, characteristics, uses and limitations of window toppings
- the process for interpretation of patterns
- identification of equipment, processes and procedures
- workflow in relation to window topping production

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, range statement and the Assessment Guidelines for the Training Package.

Critical aspects of evidence

- Identify materials used and any special sewing or handling requirements for those materials
- Apply safe handling practices for equipment, products and materials
- Interpret work order and patterns and locate and apply relevant information
- Produce at least one each of jabots, swags and tails and soft padded pelmets or bonded pelmets
- Select and use tools and equipment appropriate to the task
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment
- Report process or materials faults, damaged products or equipment

Resource implications

Patterns, materials, tools and equipment.

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

Context of assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

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. 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) may also be included.

<p>Unit context</p>	<ul style="list-style-type: none"> • OHS requirements may include 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 discretion, judgement and problem solving skills in the reading and interpreting of patterns, plans and instructions. This may be demonstrated either individually or in a team environment
<p>Window toppings may include:</p>	<ul style="list-style-type: none"> • swags • jabots • falls/tails and accessories • soft padded pelmets and bonded pelmets
<p>Tools and equipment may include:</p>	<ul style="list-style-type: none"> • measuring and calculating equipment, including: <ul style="list-style-type: none"> • tapes • rulers • calculators and computers • fabric and general cutting and sewing tools, including: <ul style="list-style-type: none"> • scissors • saws • drills • staplers • sewing machines • hemming machines

RANGE STATEMENT	
	<ul style="list-style-type: none"> • overlockers • glue guns • swag templates
Materials may include:	<ul style="list-style-type: none"> • plain and patterned fabric • velvet and vinyl
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures	<ul style="list-style-type: none"> • Workplace procedures relating to the production of window topping items • Work instructions, including job sheets, plans, patterns, drawings and designs • Workplace procedures relating to reporting and communication
Pattern interpretation	Pattern interpretation is to determine the type of material specified, type of material specified, required tools and equipment for the task, number and type of window toppings to be produced, and quality requirements

Unit Sector(s)

Unit sector	Soft Furnishing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units	

Co-requisite units		