



**Australian Government**

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

# **LMFSF3010B Manufacture bed linen and table cloths**

**Revision Number: 1**

## LMFSF3010B Manufacture bed linen and table cloths

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the competency to produce bed linen and table cloths in a range of styles to specifications using industrial sewing machines and equipment.
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### Application of the Unit

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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

### Employability Skills Information

<b>Employability skills</b>	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. Patterns are interpreted to determine work specifications 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. OHS requirements, including ergonomic criteria and personal protection needs, are observed throughout the work 2.2. Suitable work area is selected for the tasks 2.3. Materials are selected to match customer requirements, suitability for the purpose and the 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 manufacture	3.1. Fabric quantities are calculated, allowing for seams, joining pleats and gathers 3.2. Fabric is marked out and cut to size 3.3. Bed linen and table cloths are manufactured following work instructions 3.4. Work is checked against patterns and work sheets at the identified checkpoints 3.5. Non-conformity with the required quality standards is rectified
4. Finalise operations	4.1. Completed work is checked against required quality standard 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, and estimate material requirements
- use pre-checking and inspection techniques to anticipate manufacturing problems, avoid re-working and wastage
- use the limited workplace technology related to the manufacture of bed linen and table cloths, including tools, equipment, materials and measuring devices

#### Required knowledge

- the process for interpretation of patterns
- basic bed linen styles and variations
- basic table cloth styles and variations and table cloth sizes
- the standard range of bed linen sizes
- the range of fabrics and decorative finishes used in the making of bed linen and table cloths
- identification of equipment, processes and procedures
- workflow in relation to bed linen and table cloth 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 in bed linen and table cloths manufacture, and any special sewing or handling requirements for those materials
- Apply safe handling practices for equipment, products and materials
- Interpret work order and locate and apply relevant information
- Interpret patterns and work instructions
- Select and use tools and equipment appropriate to the task
- Produce at least three different types of bed linen or table cloths which must include a duvet cover and a bed valance
- 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,

<b>EVIDENCE GUIDE</b>
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	materials, work instructions and deadlines.
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## Range Statement

<b>RANGE STATEMENT</b>	
<p>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>	
<b>Unit scope</b>	<ul style="list-style-type: none"> <li>This unit covers work involving the production of bed linen and table cloths by reading and interpreting patterns, plans and work instructions</li> <li>Bed linen may include duvet covers, sheets, pillow cases and bed valances</li> </ul>
<b>Unit context</b>	<ul style="list-style-type: none"> <li>OHS requirements may include legislation, building codes, material safety management systems, hazardous and dangerous goods codes and local safe operating procedures or equivalent</li> <li>Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements</li> <li>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</li> </ul>
<b>Tools and equipment may include:</b>	<ul style="list-style-type: none"> <li>measuring and calculating equipment, including tapes, rulers, calculators, computers</li> <li>fabric cutting and sewing tools, including scissors, sewing machines, hemming machines and overlockers</li> </ul>
<b>Materials may include:</b>	<ul style="list-style-type: none"> <li>plain and patterned fabric</li> <li>decorative trims and fasteners</li> </ul>
<b>Personal protective equipment</b>	<p>Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices</p>
<b>Information and procedures</b>	<ul style="list-style-type: none"> <li>Workplace procedures relating to the production of bed linen and table cloths</li> </ul>



<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• Machine manufacturer specifications and operational procedures</li> <li>• Work instructions, including job sheets, patterns, plans, drawings and designs</li> <li>• Workplace procedures relating to reporting and communication</li> </ul>
<b>Pattern interpretation is to determine the following:</b>	<ul style="list-style-type: none"> <li>• type of materials required</li> <li>• decorative finishes to be applied</li> <li>• required tools and equipment for the task</li> <li>• number and size of bed linen and table cloths to be produced</li> <li>• quality requirements</li> </ul>

### Unit Sector(s)

<b>Unit sector</b>	Soft Furnishing
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### Competency field

<b>Competency field</b>	
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### Co-requisite units

<b>Co-requisite units</b>		