



Australian Government

Department of Education, Employment and Workplace Relations

LMTDC2011A Identify pre- and post-spotting requirements

Revision Number: 1

LMTDC2011A Identify pre- and post-spotting requirements

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to recognise and identify types of stains and other marks on articles or garments, and determine and document spotting treatment requirements.
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Application of the Unit

Application of the unit	<p>This unit of competency applies to operators who are responsible for identifying types of stains and other marks that require spotting prior to and after dry cleaning, and determining the required spotting procedure. This unit does NOT cover skills required for implementing spotting procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.</p> <p>This unit requires the application of skills associated with problem solving to identify types of stains and determine care requirements, as well as an application of knowledge about technology used in spotting. This unit also requires the ability to organise pre- and post-spotting requirements to ensure efficient and effective dry cleaning operations.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

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

Elements describe the essential outcomes of a unit of competency.	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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify stain	1.1. Steps for identifying the type of stain are followed 1.2. Stain is correctly identified 1.3. <i>Workplace procedures</i> and instructions are read and interpreted
2. Determine spotting requirements	2.1. Spotting requirements for the identified stain are correctly determined 2.2. Particular needs for fibre or fabric, dye and colour are taken into account when determining the spotting requirements 2.3. Knowledge of spotting processes are applied to perform tasks
3. Organise spotting procedure	3.1. Spotting requirements are documented and communicated to customer or work personnel 3.2. Article is labelled and processed for spotting operation

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills include:

- identifying particular stains and their removal procedures
- recognising fibres, fabric types, dyes and colour categories
- recording non-removable stains and defects
- maintaining quality requirements for each stage of the process
- documenting, assessing and transferring information
- reading, interpreting and following information on work specifications, standard operating procedures, work instructions and other reference material
- maintaining accurate records
- communicating within the workplace
- sequencing operations
- meeting specifications
- clarifying and checking task-related information
- carrying out work according to occupational health and safety (OHS) practices

Required knowledge

Required knowledge includes:

- workplace or store policies and procedures
- characteristics of fibres, fabrics, dyes or colours and the effects of the spotting procedure
- stain identification procedures, including steps to be followed
- spotting techniques
- environmental aspects related to workplace and machine or equipment operation and manual handling
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- practices for recording and reporting

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.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>It is essential that a range of stains and marks can be consistently identified on a variety of common fabrics.</p> <p>Consistent performance should be demonstrated. In particular look to see that:</p> <ul style="list-style-type: none"> • fabric characteristics are identified prior to selection of spotting procedure • spotting agents and procedure selected are appropriate to the stain, fibre and fabric, and dye and colour characteristics • spotting requirements are communicated to customer or work personnel and documented in a manner which accurately informs spotting implementation.
Context and specific resources for assessment	Assessment may occur on the job or in an appropriately simulated environment and requires access to work areas, materials and equipment and to information on workplace procedures and OHS practices.
Method of assessment	This unit may be assessed independently or in combination with other relevant units.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT	
<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>	
Legislative/regulatory requirements	All work must comply with relevant federal and state or territory legislative or regulatory requirements
Workplace procedures	<p>Workplace procedures may include:</p> <ul style="list-style-type: none"> • 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
OHS practices	<p>OHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include:</p> <ul style="list-style-type: none"> • 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

RANGE STATEMENT	
	<ul style="list-style-type: none">• other OHS practices relevant to the job and enterprise

Unit Sector(s)

Unit sector	Dry Cleaning and Laundry Operations
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		