



Australian Government

Department of Education, Employment and Workplace Relations

LMTFD4006B Interact and network with fashion industry participants

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to communicate and network with others working along the fashion industry supply chain, to ensure design processes and outcomes meet requirements.

Application of the Unit

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The unit applies to implementing communication techniques and maintaining effective industry networks that are appropriate to the fashion design industry.

Work may be conducted in small to large scale enterprises and may involve individual and team-related 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 communication skills in order to interpret and convey information relating to fashion design work with a range of individuals in the fashion industry. Planning and organising and problem solving skills, with initiative and enterprise are applied to determine and meet the information needs of network and supply chain members. Self management and learning skills are used to gather and apply feedback about communication techniques.

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 Describe features of fashion industry communication	1.1 Roles of different <i>fashion industry participants</i> are described. 1.2 Routine industry <i>communication channels and tools</i> and their appropriate uses are described. 1.3 <i>Information needs</i> of fashion industry participants for design, procurement, production and marketing processes are described. 1.4 Communication <i>protocols</i> of different industry participants are identified. 1.5 Workplace communication practices and <i>quality standards</i> are identified.
2 Communicate design concepts and production requirements	2.1 Objectives and processes for communicating design concepts are identified and used effectively. 2.2 Appropriate industry communication tools used to communicate and determine design production, are selected and applied. 2.3 Language and terminology that is appropriate to fashion industry is used routinely when interacting and <i>communicating</i> with industry participants to ensure required meaning is accurately conveyed. 2.4 An understanding of roles of different industry participants is applied to planning and implementing industry communication. 2.5 Information requirements of fashion industry participants are accommodated in development and production of fashion designs. 2.6 Feedback is sought on effectiveness of communication in relaying design and production concepts and requirements, and is incorporated into future communication. 2.7 Where difficulties arise in communication, assistance is sought from <i>appropriate personnel</i> . 2.8 Outcomes of communication and information received are documented and records are maintained.
3 Develop and maintain effective industry networks	3.1 An understanding of scope and role of different industry participants is applied to develop <i>networks</i> that cover relevant areas of operation. 3.2 Cooperative working relationships with other relevant participants are developed and maintained. 3.3 Information about key industry participants is gathered and stored so it is up to date and accessible.

Required Skills and Knowledge

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

Demonstrates knowledge of:

- workplace communication practices and quality standards
- accepted ways of communicating ideas on the fashion industry, including sketches, diagrams, illustrations, photographs, etc.
- ways of presenting fashion concepts, including written descriptions and rationale, samples of fabrics and production specifications, charts, diagrams and data sheets
- multimedia forms for presenting concepts, including video, slides
- roles of different industry participants
- ways to effectively manage information about relevant industry professionals, including use of IT to maintain industry contact lists
- uses of a variety of communication tools
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- use appropriate industry terminology and language to convey meaning
- maintain a network of relevant industry participants
- work effectively with others both within and outside of the workplace
- conduct quality checks on own work
- identify communication goals
- use communication tools such as computers, internet, email, databases
- 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">• interact with fashion industry participants to achieve agreed outcomes• communicate concepts such as ideas and design concepts to fashion professionals with a range of information needs• meet workplace standards, including quality standards• apply an understanding of the roles and information needs of different industry participants• communicate with industry participants in a timely and effective manner using industry accepted protocols
Consistency in performance	Consistently applies skills and knowledge when: <ul style="list-style-type: none">• organising work• completing tasks• identifying improvements• using workplace practices• using OHS practices• recording and reporting accidents and incidents• assessing operational readiness of equipment used and work processes• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions• completing work systematically with attention to detail without damage to goods and equipment
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.

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.
Fashion industry participants may include:	<ul style="list-style-type: none"> designers, patternmakers, suppliers, merchandising and marketing professionals, media, importers, exporters, production personnel
Communication channels and tools may include:	<ul style="list-style-type: none"> sketches, drawings, illustrations, photographs samples of fabrics and specifications written descriptions and rationale multimedia forms such as DVD charts, diagrams and specification sheets storyboards, inspiration boards meetings electronic communication tools displays, demonstrations, events mass media channels
Information needs may include:	<ul style="list-style-type: none"> details for production or marketing purposes size, style, features, colours, etc. timing, costs, distribution, availability layout, content goals, strategies roles and expectations priorities, limitations
Protocols may include:	<ul style="list-style-type: none"> specific formats, timing and content of communication required by different industry participants
Quality standards may include:	<ul style="list-style-type: none"> accepted formats for presenting ideas and concepts standards of presentation for drafts and final versions layout and content
Communicating may include:	<ul style="list-style-type: none"> face to face, by telephone, in writing, by email
Appropriate personnel may include:	<ul style="list-style-type: none"> supervisor, work colleagues colleagues with specific and relevant expertise

- Networks include:
- industry bodies and professional associations
 - design studios
 - industry professionals providing specific services
 - production companies
 - professional development networks

OHS practices 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:

- 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
- other OHS practices relevant to the job and enterprise

Unit Sector(s)

Sector Fashion Design and Technology