



**Australian Government**

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

# **LMTFD4017B Source materials and resources for production of fashion designs**

**Revision Number: 1**

## **LMTFD4017B Source materials and resources for production of fashion designs**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor** This unit covers the skills and knowledge to source materials and resources that are required for production of fashion designs.

## Application of the Unit

### Application of the Unit

The unit applies to materials and resources used to produce garments and accessories and includes skills and knowledge required to locate and compare materials and resources needed for production.

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 skills in, initiative and enterprise and problem solving in order to direct the research and selection of suitable suppliers, and planning and organising to establish supply arrangements. Communication skills are used to access and interpret information using information technologies and complete required documentation. Self management and learning skills are applied in the review of information and arrangements to ensure supply needs are met.

## 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 Identify materials and resources required for production	1.1 Different types of <i>fabric suppliers/contractors</i> are identified and researched. 1.2 <i>Trims</i> required for production are identified. 1.3 <i>Services</i> required for production are identified. 1.4 Purpose and <i>specifications</i> of different materials and resources are identified.
2 Identify materials and resources available in Australia	2.1 <i>Suppliers/contractors</i> within Australia who service fashion industry are located. 2.2 Materials and services that are available from different suppliers/contractors are identified and compared. 2.3 Minimum order requirements for given suppliers/contractors are identified.
3 Identify materials and resources available overseas	3.1 Suppliers/contractors overseas that service fashion industry are located. 3.2 Materials and services that are available from different suppliers/contractors are identified and compared. 3.3 Costs incurred when purchasing overseas and mechanisms to minimise them are identified.
4 Identify lead times and payment requirements	4.1 Lead times required for different suppliers/contractors are identified and compared. 4.2 Capacity of suppliers/contractors to meet delivery requirements are investigated and compared. 4.3 Payment options offered by suppliers/contractors are identified and compared. 4.4 Capacity of suppliers/contractors to meet price and quality requirements are identified and compared.
5 Identify costs of purchasing materials and resources	5.1 Costs, including <i>hidden costs</i> of purchases are identified. 5.2 Costs of purchasing direct from overseas suppliers, contractors or manufacturers are compared to purchasing from local suppliers.
6 Shipping options are determined	6.1 Most appropriate shipping and freight options to suit fashion industry are identified and compared. 6.2 Role of shipping and customs agent is identified.
7 Select and source materials and resources	7.1 Sources are compared against required specifications. 7.2 Sources are selected based on their ability to meet required specifications. 7.3 Orders are placed and monitored. 7.4 Orders are received and checked. 7.5 Documentation is completed.
8 Follow quality processes	8.1 Quality standards for goods and services used in fashion industry are identified.

**ELEMENT****PERFORMANCE CRITERIA**

- 8.2 Protocols for goods received and inspected are established.
- 8.3 Continuous improvement of process is carried out.
- 8.4 Documentation is completed.

## Required Skills and Knowledge

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

Demonstrates knowledge of:

- information resources on materials, resources and suppliers
- criteria for making comparisons
- workplace practices and procedures for purchasing and receiving
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- use computer operations for internet access and searches
- analyse performance characteristics
- compare findings
- communicate with suppliers
- document findings and orders
- 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.

<b>Critical aspects of evidence</b>	Demonstrates skills and knowledge to: <ul style="list-style-type: none"><li>• research at least five different materials and resources used in the fashion industry</li><li>• apply all information in the comparison and selection of the most suitable supplier/contractor</li><li>• access and compare Australian and overseas supply chains</li></ul>
<b>Consistency in performance</b>	Consistently applies skills and knowledge when: <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks</li><li>• identifying improvements</li><li>• using workplace practices</li><li>• using OHS practices</li><li>• recording and reporting accidents and incidents</li><li>• assessing operational readiness of equipment used and work processes</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li><li>• completing work systematically with attention to detail without damage to goods and equipment</li></ul>
<b>Resource implications</b>	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
<b>Context for assessment</b>	Assessment may occur on the job or in an appropriately simulated environment.
<b>Interdependent assessment</b>	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.

**Fabric suppliers/contractors may include:**

- wholesalers
- importers
- mills
- jobbers
- converters

**Trims may include:**

- buttons
- threads
- zippers
- interlinings
- beads

**Services may include:**

- patternmaking
- embroidery
- dyers
- knitting
- cut make trim
- pleaters

**Specifications may include:**

- price
- quality
- quantity
- time requirements
- special features

**Suppliers/contractors may be sourced through**

- yellow pages
- web
- trade directories
- trade shows
- networking
- agents
- trade magazines

**Hidden costs may include:**

- minimum order requirements
- shipping
- wastage



- quality
- tariffs/duties

**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