



**Australian Government**

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

# **LMTFP2009B Perform footwear finishing operations**

**Revision Number: 1**

## **LMTFP2009B Perform footwear finishing operations**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor**      This unit covers the skills and knowledge to perform footwear finishing operations.

## Application of the Unit

### Application of the Unit

The unit applies to activities associated with completing a sequence of finishing operations on footwear. Finishing operations may include hand or machine tasks such as attaching buckles, cutting loose threads, lacing shoes, inserting heel pads, attaching labels, polishing, cleaning, spraying, boxing and despatching.

Work performed may require some decision making within defined procedures.

Work may be conducted in small to large scale enterprises and may involve individual and team 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 the application of skills associated with planning and organising to perform finishing of footwear. Problem solving skills are required to ensure work conforms to requirements and identify any production problems. Communication skills are used to refer to and complete required documentation. Self management skills are used to ensure safe use of technology and conformance of own work to quality standards.

## 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 Prepare workstation	<p>1.1 Workbench and seating are set up and prepared according to safety standards and <i>OHS practices</i>.</p> <p>1.2 <i>Components</i> are laid out in correct sequence.</p>
2 Finish work	<p>2.1 <i>Finishing operations</i> are performed according to customer specifications.</p> <p>2.2 Footwear is checked against specifications to ensure correct sizing.</p> <p>2.3 Faults are identified, reported and returned to appropriate section for repair according to quality standards.</p> <p>2.4 Production and other records are completed.</p> <p>2.5 Action is taken according to OHS practices to prevent accidents and to eliminate risks to personal safety.</p>
3 Despatch footwear	<p>3.1 Pieces are bundled, stacked and stored or despatched.</p> <p>3.2 Production faults are recorded.</p> <p>3.3 Records are completed.</p>

## Required Skills and Knowledge

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

Demonstrates knowledge of:

- characteristics of typical materials used in footwear production
- quality standards and practices
- required finishing procedures
- industry and product processes and equipment
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- set up safe work area
- maintain housekeeping practices
- report and address faults
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate in 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>• attach correct components to footwear</li><li>• complete finishing operations</li><li>• ensure finished footwear meets specifications</li><li>• address faults appropriately</li><li>• maintain accurate records</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 according to instructions</li><li>• working systematically with attention to detail</li><li>• identifying improvements and avoiding damage</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</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</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.
Components may include:	<ul style="list-style-type: none"> <li>• buckles</li> <li>• labels</li> <li>• heel pads</li> <li>• laces</li> </ul>
Finishing operations may include:	<ul style="list-style-type: none"> <li>• trimming loose threads</li> <li>• checking</li> <li>• spraying</li> <li>• cleaning</li> <li>• polishing</li> <li>• hand or machine sewing buckles</li> <li>• attaching accessories or trims</li> <li>• inserting heel cushion pads</li> <li>• flaring</li> <li>• lining trimming</li> <li>• attaching labels</li> <li>• pairing up</li> <li>• boxing</li> <li>• despatching</li> </ul>
OHS practices	<p>OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> <li>• reporting accidents and incidents</li> </ul>

- environmental practices

## **Unit Sector(s)**

**Sector** Footwear Production