



Australian Government

Department of Education, Employment and Workplace Relations

LMTFR2003A Attach non-slip sole or heel top piece

Revision Number: 1

LMTFR2003A Attach non-slip sole or heel top piece

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required for the covering of a sole and heel by non-slip and long-wearing material.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Application of the Unit of the Unit

This unit applies to the attachment of a non-slip, hard wearing sole and heel. It applies to all styles of synthetic and leather soled shoes.

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.

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 of replacement method, materials, tools and equipment required for repair, as well as an application of knowledge of technology used in footwear repair. This unit also requires an ability to communicate repair requirements to customers and complete job sheets. Self management skills are used to ensure work standards are achieved.

Employability Skills Information

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Inspect the shoe	<p>1.1 Shoes are inspected and customer advised on repair requirements and costs prior to commencing shoe repair</p> <p>1.2 Job sheet is prepared and reviewed to ensure all requirements are included</p> <p>1.3 Appropriate method of sole replacement is determined and appropriate <i>tools</i> are selected, prepared and checked</p>
2 Prepare the shoe	<p>2.1 Pre-cut sole is selected and cut from sheet non-slip sole and heel appropriate to the footwear shape and design</p> <p>2.2 Old top piece and non-slip sole is removed back to waist using appropriate tools and methods, ensuring no damage to the shoe</p> <p>2.3 Sole and heel area of shoe is scoured and cleaned using appropriate hand and <i>machine</i> operations to ensure even finish</p> <p>2.4 Original sole is prepared by building up edges, toes and re-stitched as required</p> <p>2.5 Appropriate adhesive and primer are selected according to manufacturer and workplace requirements</p>
3 Replace and finish sole and heel	<p>3.1 Apply adhesive evenly to both bottom of shoe and sole, leave to dry and reactivate the adhesive</p> <p>3.2 Position and attach non-slip sole and top piece using manual and machine operations</p> <p>3.3 Sole and heel is trimmed back by hand and machine as appropriate</p> <p>3.4 Sole and heels are inked or stained to match original shoe colour, and polished and finished off</p> <p>3.5 Waist is cleaned, stained and coloured and finished as close to the original as possible prior to marking</p> <p>3.6 Appropriate <i>OHS practices</i> are followed during the preparation, repair and finish of shoes particularly in relation to use of machines, equipment and tools, adhesives and primers, and stains, dyes and inks</p> <p>3.7 Repaired shoes are packaged, labelled and stored</p>

Required Skills and Knowledge

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

Demonstrates knowledge of

- full range of footwear styles and their structure and construction
- characteristics and use of adhesives and primers and their safe application and disposal
- characteristics of typical leathers, fabrics, and other materials used in shoe construction and repair
- quality standards and leather handling procedures
- safety and environmental aspects of relevant repair processes
- general industry housekeeping policies and procedures
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- practices for recording and reporting

Demonstrates skills to

- handle shoes and replacement material
- maintain accurate work records
- carry out repair tasks by machine or by hand
- 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 for assessment and evidence required to demonstrate competency in this unit

Demonstrates skills and knowledge to:

- check work against work order information and workplace quality standards
- assess repair requirements
- prepare workstation and work prior to commencing operations
- apply hand and machine techniques over the range of required operations
- repair shoes to meet quality and enterprise standards
- communicate effectively with customers
- apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools
- maintain accurate records

Consistently applies skills and knowledge when:

- 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

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 practices and OHS practices.

Guidance information for 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.

Tools may include:

- shoe hammer
- tack hammer
- shoe knife
- sharpening stick
- peg awl
- glue gun
- pincers
- nippers
- lasting pliers
- shears
- drag knife
- tack

Machine may include:

- finishing machine
- sole press
- heat activator
- last
- heat pliers

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 Footwear Repair