



**Australian Government**

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

# **LMTFR3004A Re-cover footwear**

**Revision Number: 1**

## **LMTFR3004A Re-cover footwear**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor** This unit covers the skills and knowledge required for the re-covering of footwear using glue or stitching methods.

## Application of the Unit

### Application of the Unit

This unit applies to the stripping and re-covering of shoes with new material.

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 for safe and effective use of footwear repair technology and operations. This unit also requires an ability to interpret and communicate job related information, check the quality of outcomes and identify and address problems relating to own work. Self management skills are used to ensure work standards are achieved.

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

### Prerequisites

## **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 shoe	<p>1.1 Shoes are inspected and customer advised on repair materials 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 re-covering the shoe is determined and appropriate tools and materials are selected, prepared and checked</p>
2 Strip down shoe	<p>2.1 Shoe is stripped down to separate upper, heel block and sole unit without causing damage to the shoe components</p> <p>2.2 Work is conducted according to <i>OHS practices</i></p>
3 Make patterns	<p>3.1 Heel block is masked using appropriate masking process</p> <p>3.2 Pattern is cut out, checked and adjusted as required</p> <p>3.3 Upper is covered using appropriate masking technique</p> <p>3.4 Pattern is cut out, checked and adjusted as required</p>
4 Secure fabric	<p>4.1 Material is cut out to match patterns, specifications and client requirements</p> <p>4.2 Fray stop is applied to material</p> <p>4.3 Pieces of material are sewn up and invert with seams inside</p> <p>4.4 Assembled cover is placed over the shoe components, secured and stretched over the shoe components</p> <p>4.5 Underneath is secured by glue, not applied to the upper</p> <p>4.6 The material cover is lasted, manipulated and checked to ensure there are no creases</p> <p>4.7 Top line is glued or stitched into place</p> <p>4.8 The underneath of the shoe is re-lasted</p>
5 Re-secure sole re-attach heel	<p>5.1 Heel is reattached to the sole</p> <p>5.2 Sole is secured using appropriate securing process</p>
6 Check and finish shoe	<p>6.1 Cover is checked for fit and finish and adjustments made as appropriate</p> <p>6.2 Sole and heels are inked, cleaned, polished and finished off to match as close as possible original shoe colour</p> <p>6.3 Re-covered 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 production and assembly 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 materials
- strip shoes into their component parts
- make patterns
- apply adhesives
- cut and sew material
- 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 re-covering requirements
- prepare workstation and work prior to commencing operations
- strip and disassemble shoes
- make patterns of shoe components
- apply cutting and sewing of material
- re-cover shoes to meet quality and enterprise standards
- assemble shoe components
- 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.

**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