



Australian Government

Department of Education, Employment and Workplace Relations

LMTLG2003A Perform table work

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to make leather components and products using table production processes.

Application of the Unit

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This unit applies to the assembly of leather goods using table-based production processes. Competence must be demonstrated in largely manual processes.

Operations include simple folding, beading and joining where straight work is produced and attachments to components such as side fittings and rivets and insertion of accessories, trimmings, fault marking, applying adhesives and any other bench work operations at the preparatory or finishing stage.

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 work pieces to perform bench work and finish leather production operations. This unit also requires the ability to identify and report production faults to ensure optimal production outcomes are achieved. Self management and planning and organising skills are used to ensure work complies with workplace requirements.

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 work pieces	1.1 Work bundle is received, checked and any follow up action assessed 1.2 Quality of received component parts is assessed 1.3 Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications
2 Prepare workstation	2.1 Position self to achieve operator comfort and to minimise fatigue 2.2 Tools are cleaned and checked 2.3 Records are kept
3 Carry out bench work activities	3.1 Folding and turning operations are performed to specifications 3.2 Parts, panels and pieces are joined, as required 3.3 Adhesives are used safely and to achieve specifications 3.4 Other table work operations including punching, riveting and the application of studs are performed according to style and to achieve quality requirements, as required 3.5 Work is conducted according to OHS practices
4 Finish work	4.1 Finishing operations are performed 4.2 Components and products are checked against specifications 4.3 Faults are reported and returned for rework or repair in accordance with workplace procedures and quality measures
5 Despatch completed work	5.1 Component and products are bundled, stacked, stored or despatched 5.2 Production faults are recorded as required 5.3 Records are completed

Required Skills and Knowledge

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

Demonstrates knowledge of:

- manual assembly processes for leather goods
- characteristics of leathers, fabrics, and other materials used in leather goods production
- quality standards and leather handling procedures
- safety and environmental aspects of relevant production and assembly processes
- workplace procedures
- reporting procedures
- OHS practices, including hazard identification and control measures
- practices for recording and reporting

Demonstrates skills to:

- handle and receive leather and other fabrics
- maintain accurate work records in accordance with procedures
- carry out leather fabrication tasks both by hand and machine
- meet work specifications
- communicate effectively within the workplace
- interpret and apply defined procedures
- read, interpret, and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- sequence operations
- 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 ticket information and workplace standards
- prepare workstation and work prior to commencing operations
- use table-based processes to produce straight work
- 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

- leather scissors
- leather marker
- beating hammer
- turning bone

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

Finishing operations may include

- clipping
- sorting
- spotting
- attaching labels

Unit Sector(s)

Sector Leather Production