



Australian Government

Department of Education, Employment and Workplace Relations

LMTML4002A Rejuvenate millinery

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to clean, repair, restyle and re-size hats.

Application of the Unit

Application of the Unit

This unit applies to identifying suitable techniques for rejuvenating millinery and conducting techniques to achieve desired outcomes for clients. It encompasses knowledge of a wide range of materials and their response to treatment and an ability to use a range of cleaning and repair techniques.

Work requires individuals to demonstrate discretion, judgement and problem solving skills in the rejuvenation of millinery items.

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 an ability to interpret design specifications, document requirements and communicate with the client. This unit also requires the application of skills associated with planning and organising for safe and effective use of millinery rejuvenation technology and operations. Problem solving and initiative and enterprise will be used to determine quality and cost effective outcomes.

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 Confirm rejuvenation requirements	1.1 Client rejuvenation requirements are identified, including priorities, preferences, budget and timelines 1.2 Procedure for rejuvenation and initial pricing is discussed and confirmed with the client 1.3 Agreement to continue with millinery service is obtained 1.4 Client requirements are documented
2 Clean headwear to meet client requirements	2.1 Headwear item is examined and cleaning process most suitable to requirements is selected 2.2 Pest damage and infestation is recognised and process for cleaning is selected 2.3 Materials, equipment and headwear item are prepared for cleaning 2.4 Cleaning processes and agents are used to clean headwear to organisational standards and as agreed to with client 2.5 Headwear is checked to ensure quality standards are met
3 Repair headwear to meet client requirements	3.1 Damage to headwear is examined and appropriate <i>processes for repair</i> are selected 3.2 Materials, equipment and headwear item are prepared for repair 3.3 Headwear is repaired according to organisational standards and as agreed to with client 3.4 Headwear is checked to ensure quality standards are met
4 Restyle headwear to meet client requirements	4.1 Process for restyling the headwear item is confirmed with the client using sketches or models to present design concepts 4.2 Materials, equipment and headwear item are prepared for restyling including development of pattern prices if required 4.3 Headwear is restyled according to organisational standards and as agreed to with client, using blocks or patterns if required 4.4 Headwear is checked to ensure quality standards are met
5 Resize headwear to new specifications	5.1 Material and design of headwear are examined to determine suitable process for resizing the headwear item 5.2 Required measurements for resizing are taken and specifications documented 5.3 <i>Resizing techniques</i> are implemented according to the client needs and in consideration of fabrics, design and other materials 5.4 Headwear is checked to ensure quality standards are met and that item design and strength are maintained after resizing process
6 Curate headwear	6.1 Vintage and style characteristics of headwear are identified and curating requirements determined considering fabric, age and features of the item

ELEMENT	PERFORMANCE CRITERIA
	6.2 Curating processes are undertaken to ensure optimal condition of the headwear item is achieved
7 Finish headwear and present to client	7.1 Headwear is finished according to design specifications and modifications 7.2 Headwear is finished for presentation by brushing, steaming or pressing, as necessary 7.3 Final inspection is conducted to ensure conformance to client needs and expectations, and workplace quality standards 7.4 Interpersonal skills are used to present to the client
8 Maintain records	8.1 Finished article and conformance records and reports are accurately maintained 8.2 Client records are maintained
9 Work to quality and safety standards	9.1 Workplace quality standards and procedures for specific task are identified 9.2 Work is conducted to meet workplace quality standards 9.3 <i>OHS practices</i> for the specific task are identified 9.4 Work task is conducted according to OHS practices

Required Skills and Knowledge

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

Demonstrates knowledge of:

- industry and product processes and equipment for rejuvenating hats
- a range of textiles and materials, including their response to cleaning and manipulation techniques
- styles of hats from a range of eras
- curating techniques
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- select appropriate rejuvenation techniques
- rejuvenate hats
- apply interpersonal skills
- assess client expectation and satisfaction
- document, assess and transfer information
- 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:

- interpret rejuvenation requirements
- clean hats
- repair hats
- restyle hats
- re-size hats
- curate hats
- use effective interpersonal skills
- finish headwear according to workplace standards
- present completed item to client

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 if 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.

Processes for repair may include

- sewing or stitching
- patching
- repairing or reattaching brimming
- attaching clips, decorations, straps, bows, buckles
- re-colouring patches
- replacing fabric, attachments

Re-sizing techniques may include

- stretching
- adding inserts
- replacing or re-sizing elastic, brims or fasteners
- remodelling

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 Millinery