



Australian Government

Department of Education, Employment and Workplace Relations

LMTTD4006A Source textile materials and resources

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to source materials and resources that are required for production of textiles.

Application of the Unit

Application of the Unit

The unit applies to materials and resources used to produce textiles and includes skills and knowledge required to locate and compare materials and resources needed for production.

Work may be conducted in small to large scale enterprises and may involve individual and team-related 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 communications skills associated with interpreting supply information and product specifications, and skills associated with planning and organising textile materials and resources required for production. This unit also requires an ability to check the quality of orders and identify and address problems relating to supply. Initiative and enterprise and problem solving will be used to source, assess and shortlist textile suppliers.

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 Identify and locate required textile resources | <p>1.1 Materials required for production of textile products are identified from production specifications</p> <p>1.2 Expertise required for production is identified and in-house availability of skills assessed.</p> <p>1.3 Supply criteria in order to meet production requirements are determined</p> <p>1.4 Textile suppliers in Australia and overseas are identified and researched.</p> <p>1.5 Range of textile services provided by suppliers are identified and compared with supply criteria and production specifications</p> <p>1.6 A shortlist of preferred suppliers that meet criteria is developed and details documented</p> |
| 2 Analyse order and supply conditions | <p>2.1 Minimum order requirements for suppliers are identified.</p> <p>2.2 Lead times required for different suppliers are identified and compared.</p> <p>2.3 Capacity of suppliers to meet order and delivery requirements are investigated and compared.</p> <p>2.4 Shipping and freight options are identified and compared.</p> <p>2.5 Supplier business conditions are documented to allow for future reference.</p> <p>2.6 Communication channels for supplier are confirmed and established for business operation.</p> |
| 3 Compare supply costs | <p>3.1 Capacity of suppliers to meet price and quality requirements are analysed and compared</p> <p>3.2 Costs, including hidden costs of purchases are identified.</p> <p>3.3 Costs of purchasing direct from overseas suppliers, contractors or manufacturers are compared to purchasing from local suppliers.</p> <p>3.4 Payment options offered by suppliers are identified and compared.</p> |
| 4 Order and receive textile materials and resources | <p>4.1 Suppliers are selected for supply of materials and resources based on their ability to meet required specifications and competitiveness.</p> <p>4.2 Orders are completed and placed with suppliers according to own and supplier business requirements</p> <p>4.3 Orders are monitored and followed up to ensure that conditions will be met.</p> <p>4.4 Orders are received and quality and content checked against documentation.</p> <p>4.5 Invoice is processed for payment.</p> |

Required Skills and Knowledge

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

Demonstrates knowledge of:

- role of shipping and customs agents
- information resources on materials, resources and suppliers
- criteria for making comparisons
- workplace practices and procedures for purchasing and receiving
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- use computer operations for internet access and searches
- analyse performance characteristics
- compare findings
- communicate with suppliers
- document findings and orders
- 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.

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| Critical aspects of evidence to be considered | <p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • identify production resources used in the design and development of textiles • undertake research to identify and qualify suppliers of textile materials and resources • access and compare Australian and overseas supply chains • make comparisons based on quality, availability, cost and time requirements • undertake ordering of production requirements • ensure supply meets quality standards and order conditions |
| Consistency in performance | <p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • 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 |
| Resource implications | <p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p> |
| Context for assessment | <p>Assessment may occur on the job or in an appropriately simulated environment.</p> |
| Interdependent assessment | <p>This unit may be assessed independently or in combination with other relevant units.</p> |

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.

Materials

- knitted fabrics, including weft knits and warp knits
- woven fabrics, including plain, twill, satin, doggy and jacquard
- non-woven fabrics such as felts, nets, braids, bonded and lace
- raw materials
- yarns
- man-made materials
- recycled materials
- dyes
- trims
- screens

Expertise may include

- development of textile product patterns
- finishing
- dyeing
- knitting
- weaving
- illustration
- tapestry

Supply criteria may include

- availability of raw materials
- timelines
- quality standards
- colour
- quantity
- reliability
- communication channels
- reputation
- price
- delivery schedule

Suppliers may include

- wholesalers
- importers
- mills
- jobbers

| | |
|------------------------------------|---|
| Researched may include analysis of | <ul style="list-style-type: none">• converters• yellow pages• internet• trade directories• trade shows• networks• agents• trade magazines |
| Hidden costs may include | <ul style="list-style-type: none">• minimum order requirements• shipping• wastage• quality• tariffs or duties |
| OHS practices | <p>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:</p> <ul style="list-style-type: none">• 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 Textile Design and Development