



Australian Government

MSTCL2012 Organise and plan own work in a home-based production environment

Release: 1

MSTCL2012 Organise and plan own work in a home-based production environment

Modification History

Release 1. Supersedes and is equivalent to LMTCL2012B Organise and plan own work in a home-based production environment

Application

This unit of competency covers the skills and knowledge required to organise and plan own work in a home-based production environment.

The unit of competency applies to machine operations, such as sewing, where responsibility is taken for collection and despatch, quality and timely production and documentation.

Work is conducted according to defined procedures in a home-based or outside a factory environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Clothing production

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Determine job requirements	1.1	Follow standard operating procedures (SOPs)
	1.2	Comply with work health and safety (WHS) requirements at all times
	1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
	1.4	Identify job requirements from specifications, drawings,

job sheets or work instructions

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| 2 | Prepare to organise home-based production | 2.1 | Identify and contact relevant personnel in client organisation |
| | | 2.2 | Confirm drop-off and pick-up arrangements with relevant personnel |
| | | 2.3 | Identify timelines and work requirements, and confirm steps required to complete work with appropriate personnel |
| | | 2.4 | Confirm and interpret quality requirements of client organisation and assess work according to agreed steps and quality criteria |
| | | 2.5 | Check work against specifications and quality standards and take action to rectify work that is not according to requirements |
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| 3 | Set up home-based workplace | 3.1 | Set up workbench and seating according to workplace procedures |
| | | 3.2 | Clean, check, set up and adjust machines according to standard home-based work practices and all specifications |
| | | 3.3 | Identify problems with machines and equipment and either fix or refer to maintenance personnel |
| | | 3.4 | Establish home-based work record system according to standard home-based work practice and relevant industrial award. |
| | | 3.5 | Keep records according to record system requirements. |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- Workplace procedures include one or more of the following:**
- requirements prescribed by legislation, awards, agreements and conditions of employment
 - SOPs
 - 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
 - WHS practices

- Australian Standards include:**
- the relevant industry or Australian Standards that are current at the time this unit is being undertaken

- Personnel in client organisation include one or more of the following:**
- production manager
 - pattern maker
 - delivery personnel
 - finance personnel
 - designer

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>