



Australian Government

MSTCL2018 Perform bundling, ticketing and labelling in TCF operations

Release: 1

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Modification History

Release 1. New unit

Application

This unit of competency covers the skills and knowledge required to uncomplicated bundle cut work, make tickets and labels and place tickets and labels on the cut work in production support role according to workplace procedures.

This unit of competency applies to bundling, ticketing and labelling operations in the textile, clothing and footwear (TCF) sector. Work is conducted according to defined procedures to meet workplace requirements.

Work may be conducted in a variety of environments, including operational workplace activities, restricted space and hazardous, controlled or exposed conditions.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

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.

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|---|-----------------------------------|-----|--|
| 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
- 2 **Bundle cut work**
 - 2.1 Receive and check components
 - 2.2 Sort components according to size and shading
 - 2.3 Assemble bundles in accordance with workplace procedures
- 3 **Make labels and tickets**
 - 3.1 Determine size and care label details from work specifications and written instructions
 - 3.2 Enter ticket/label information into ticket and label printing machine according to workplace procedures and manufacturer instructions
 - 3.3 Print labels and check against work specifications
 - 3.4 Report errors and take action in accordance with workplace procedures
- 4 **Place labels on cut work**
 - 4.1 Access printed labels or tickets for the job
 - 4.2 Check labels are ready and meet the job specifications and workplace quality requirements
 - 4.3 Detect, report or correct errors in accordance with workplace procedures and specifications
 - 4.4 Place tickets and labels in bundles with appropriate component parts or despatch to store, according to workplace procedures
 - 4.5 Complete workplace records

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

Ticketing and labelling includes the following:

- bundling
- making of tickets
- making of labels
- placing of tickets on cut work
- placing of labels on cut work

Equipment and tools include:

- ticket and labelling printing machine
- one or more of:
 - hand tools
 - pallet truck
 - hand trolleys

Unit Mapping Information

Release 1. New unit

Links

Companion Volume implementation guides are found in VETNet -

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