



Australian Government

MSTGN3004 Supervise operations in a TCF enterprise

Release: 2

MSTGN3004 Supervise operations in a TCF enterprise

Modification History

Release 2. Supersedes and is Not equivalent to LMTGN3006B Take responsibility for visitors and new employees

Release 1. Supersedes and is equivalent to LMTGN3009B Supervise operations in a textiles, clothing and footwear enterprise

Application

This unit of competency covers the skills and knowledge required to supervise operations within a textiles, clothing and footwear (TCF) enterprise.

The unit of competency applies to a supervisory role within a TCF enterprise. This role requires extensive knowledge and experience in working with machines, equipment, materials and processes associated with the TCF operations.

This unit of competency is applicable to all sectors of the TCF industry.

Work may be self-directed and unsupervised.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. It may involve the supervision of a section of an enterprise, other personnel and/or technical processes.

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

Pre-requisite Unit

Nil

Competency Field

Generic

Unit Sector

Not applicable

Elements and Performance Criteria

Elements

Elements describe the essential outcomes.

1 **Determine job**

Performance criteria

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

1.1 Follow standard operating procedures (SOPs)

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| requirements | 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 Identify scope of supervisory responsibility | 2.1 | Identify machine operations, staff, resources and operation processes within work area |
| | 2.2 | Determine production targets and identify maintenance requirements |
| | 2.3 | Identify scope and limitations of supervisory role |
| | 2.4 | Identify responsibilities to coordinate orientation activities for new staff and visitors |
| 3 Provide technical support to operators | 3.1 | Identify operator roles and allocate personnel |
| | 3.2 | Monitor operator productivity and ability to conduct work effectively and safely |
| | 3.3 | Identify training needs and communicate with appropriate personnel |
| | 3.4 | Address technical problems raised by operators regarding machinery, product quality and operational safety |
| | 3.5 | Provide technical support to operators |
| 4 Supervise team activity | 4.1 | Establish production standards with team members and monitor WHS compliance and workplace procedures |
| | 4.2 | Monitor and address work allocation requirements in order to maintain optimum production efficiency |
| | 4.3 | Use effective communication skills to communicate targets and procedures to appropriate personnel |
| | 4.4 | Monitor and support team communications and |

		relationships
	4.5	Monitor and address movement of materials through operations and production output against targets, as necessary
5	Maintain communication	
	5.1	Liaise with downstream and upstream areas to ensure quality and efficiency of operations as required
	5.2	Keep management informed of progress and any issues which may affect operation outcomes
	5.3	Maintain ongoing liaison with management to guide operation targets
	5.4	Consult with maintenance staff and management to identify opportunities to minimise down time
6	Complete workplace documentation	
	6.1	Identify documentation procedures for each step of operations
	6.2	Monitor compliance with documentation requirements
	6.3	Complete enterprise documentation

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

Operation processes include, but are not limited to, the following:

- use of machines and equipment
- use of chemicals
- use of materials

Orientation activities include, but are not limited to, one or more of the following:

- organising introduction to staff
- organising introduction to workplace
- conducting tour of work areas or facilities
- explaining work processes
- completing documentation
- coaching or providing on-the-job training for job activities
- explaining implementation of safe work practices
- reporting back to appropriate personnel
- identifying hazards
- providing WHS briefing

Issues which may affect operation outcomes include, but are not limited to, one or more of the following:

- staffing
- machinery
- materials
- schedules
- maintenance requirements

Unit Mapping Information

Release 2. Supersedes and is Not equivalent to LMTGN3006B Take responsibility for visitors and new employees

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Links

Companion Volume implementation guides are found in VETNet -

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