



**Australian Government**

# **MSTGN5007 Prepare procedures and specifications for TCF operations**

**Release: 1**

# MSTGN5007 Prepare procedures and specifications for TCF operations

## Modification History

Release 1. Supersedes and is equivalent to LMTGN5007A Prepare procedures and specifications for textiles, clothing and footwear operations

## Application

This unit of competency covers the skills and knowledge required to prepare and confirm workplace procedures for use in a textiles, clothing and footwear (TCF) workplace.

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

The unit of competency applies to preparing and confirming workplace procedures and manuals in a TCF production workplace where judgement may be required in planning and selecting appropriate processes or procedures for self and others. Work may be conducted in a large scale production or small business situation in any TCF sector.

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 describe the essential outcomes.

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

- |                                     |   |
|-------------------------------------|---|
| <b>1 Determine job requirements</b> | 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 |

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|---|--|-----|--|
|   |  | 1.4 | Identify job requirements from specifications, drawings, job sheets or work instructions   |
| 2 | <b>Plan to prepare procedures and specifications for TCF operations</b>            | 2.1 | Identify and assemble information required for SOPs for the TCF operation  |
|   |  | 2.2 | Establish and confirm specification requirements and format and interpret TCF formulas and terminology                                     |
|   |  | 2.3 | Analyse information needs of audience or team members  |
| 3 | <b>Prepare specifications</b>  | 3.1 | Write specifications in an appropriate format for the TCF operation to ensure requirements can be met                                      |
|   |  | 3.2 | Incorporate special requirements into the specifications   |
|   |  | 3.3 | Write specifications in a manner that is clear and understood in the workplace   |
| 4 | <b>Prepare SOPs or manuals</b>   | 4.1 | Collect, review and interpret information needed to establish the operating procedures or manual is in accordance with WHS procedures      |
|   |  | 4.2 | Prepare documentation to formalise processes for achieving the enterprise objectives   |
|   |  | 4.3 | Assign or delegate responsibility for all updates and changes to the procedures or manuals   |
| 5 | <b>Review procedures and specifications against standards and maintain records</b> | 5.1 | Monitor compliance with the procedures and specification requirements in relation to the required application                              |
|   |  | 5.2 | Assess, report and act on results according to workplace procedures  |
|   |  | 5.3 | Maintain records of procedures and specifications and prepare associated reports, where necessary, in accordance with workplace procedures |
|   |  | 5.4 | Make presentations on production performance and developments at management meetings   |

## 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

**Preparation specifications include, but are not limited to, the following:**

- assembling information and confirming requirements
- documentation preparation
- review of procedures
- consultation with other personnel, equipment/machine suppliers and customers

**Procedures and specifications include, but are not limited to, one or more of the following:**

- enterprise or client standards
- established processes
- industry standards
- workplace regulations

- work practices

## **Unit Mapping Information**

Release 1. Supersedes and is equivalent to LMTGN5007A Prepare procedures and specifications for textiles, clothing and footwear operations

## **Links**

Companion Volume implementation guides are found in VETNet -

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