



# **LMT00**

## **Textiles, Clothing and Footwear**

### **Training Package**

**Volume 10 of 19**  
**Leather Goods Production**

**Version Number: 3**  
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Creating Australia's Future

Textiles Clothing and Footwear Training Package LMT00 Version 3

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## Before using this volume

The Textiles Clothing and Footwear Training Package comprises 19 volumes as follows:

Volume 1	General Information
Volume 2	Textile Production
Volume 3	Early Stage Wool Processing
Volume 4	Cotton Ginning
Volume 5	Textile Fabrication
Volume 6	Clothing Production
Volume 7	Millinery
Volume 8	Footwear Production
Volume 9	Footwear Repair
<b>Volume 10</b>	<b>Leather Goods Production</b>
Volume 11	Hide, Skin and Leather
Volume 12	Laundry Operations
Volume 13	Dry Cleaning Operations
Volume 14	TCF Mechanic/Technician
Volume 15	Diplomas
Volume 16	Generic Units
Volume 17	Medical Grade Footwear
Volume 18	Technical Textiles and Nonwovens
Volume 19	Applied Fashion Design and Technology

**Users of Textiles Clothing and Footwear Training Package Version 3 will need to use Volume 1 and Volume 16 in conjunction with the sector volumes.** Volume 1 contains information on Training Packages, specific details about Textiles Clothing and Footwear Training Package LMT00 Version 3, the qualifications frameworks for all sectors, a Users Guide and the Assessment Guidelines. Volume 16 contains TCF generic units.

## Current version

The Textiles Clothing and Footwear Training Package is not a static document. Changes are made periodically to reflect the latest industry practices.

Before commencing any form of training or assessment, you must ensure delivery is from the *current version* of the Training Package.

To ensure you are complying with this requirement:

- Check the Print Version Number just below the copyright statement on the imprint pages or in the footer of your current Training Package.
- Access the ATP website (<http://www.atpl.net.au>) and check the latest Print Number.
- In cases where the Print Version Number is later than yours, the Print Version Modification History in the Training Package sample on the ATP website will indicate the changes that have been made.

The Modification History is available in Volume 1 of this Training Package as well as on the website of the developer of the Training Package: Manufacturing Skills Australia  
<http://www.mskills.com.au>.

## **Units of competency covered in this volume**

This volume contains units of competency specific to the following qualifications:

LMT10706 Certificate I in Leather Goods Production

LMT21206 Certificate II in Leather Goods Production

LMT30906 Certificate III in Leather Goods Production

LMT40506 Certificate IV in Leather Goods Production

Units of competency that do not have LMT as part of the code have been imported from other Training Packages. A list of the units of competency imported from other Training Packages is provided in Volume 1. Current versions of these units are available from the **National Training Information Service at: <http://www.ntis.gov.au>**.

The National Training Information Service (<http://www.ntis.gov.au>) also displays any changes in Units of Competency and the packaging of qualifications.

The term 'Unit of Competency' is sometimes referred to as 'unit'.

# Leather Goods Production Units of Competency

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## LMTPDLG-01A Make prototype

## Field: Product Development

The unit covers the design processes leading to the making of a prototype for marketing purposes.

ELEMENT	PERFORMANCE CRITERIA
1. Set up workstation	a. Workstation is set up in accordance with specifications and workplace procedures
2. Design and produce model where appropriate	a. Specification of customer's requirements are interpreted b. Components are designed, to conform with model, using CAD or manual technique with reference to all relevant operations c. Materials, trims and colours are selected d. Models are produced from appropriate materials e. Ongoing liaison occurs with relevant departments in enterprise to ensure workability and marketability of design, and availability of materials and resources including workforce skills
3. Design or modify existing model	a. Existing model is modified, or model is designed, to translate design concept into 3D
4. Produce prototype	a. Making of prototype is coordinated using sample patterns, relevant designed components and all relevant manufacturing processes
5. Conduct prototype trial	a. Liaison occurs with other relevant departments in relation to practicality of design and cost of production, and predicted commercial success b. Review prototype with customer specifications, and customer as appropriate c. Corrections are made as necessary
6. Make samples	a. Samples are made for marketing
7. Create standard pattern	a. Standard or master pattern is created from the mean forme
8. Produce sample working patterns	a. Standard is dissected to produce all working patterns, making adjustments for enterprise procedures and materials used to create patterns
9. Produce patterns	a. Patterns are derived from the past pattern, allowing for adjustments as required

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the design of pattern and prototypes</li> <li>b. Competence must be demonstrated in working largely independently and being accountable for own results including:               <ul style="list-style-type: none"> <li>b.1. carrying out assigned tasks</li> <li>b.2. coordinating processes</li> <li>b.3. setting and working to deadlines</li> </ul> </li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in relation to all design and pattern making operations</li> <li>c. Designs must reflect fashion trends and the enterprise's focus of manufacture</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications and workplace procedures</li> <li>b. Patterns</li> <li>c. Organisation work procedures</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the design of patterns and prototypes</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ol style="list-style-type: none"> <li>a.1. plan and coordinate complicated design and prototype operations</li> <li>a.2. check work against work specifications and workplace standards</li> <li>a.3. prepare equipment and work prior to commencing operations</li> <li>a.4. apply complex techniques over the full range of operations</li> <li>a.5. check work against specifications</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ol>
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. manufacturing focus of the enterprise</li> <li>a.3. workplace, including its manufacturing capacity, skill capacity and tool/equipment base</li> <li>a.4. materials and properties and their reaction to manufacturing processes</li> <li>a.5. design pattern and prototype construction</li> <li>a.6. quality standards and handling procedures</li> <li>a.7. safety and environmental aspects of relevant processes</li> <li>a.8. workplace operations and reporting procedures</li> </ol> b. Underpinning skills to: <ol style="list-style-type: none"> <li>b.1. interpret work specifications for complicated operations</li> <li>b.2. create standard patterns to specifications</li> <li>b.3. select appropriate materials</li> <li>b.4. produce prototypes using appropriate manufacturing processes</li> <li>b.5. make samples and correct as necessary</li> <li>b.6. maintain accurate work records in accordance with procedures</li> <li>b.7. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.8. meet work specifications</li> <li>b.9. communicate effectively with other relevant departments in the workplace</li> </ol>
4. Resource implications	a. Access to real or appropriately simulated pattern design workplace situations involving complicated operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting work specifications and instructions</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capability of specified equipment used and work processes</li> </ol> b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ol> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	2	3	3	3

## LMTPDLG-02A Contribute to preparation of design concepts

### Field: Product Development

This unit covers the skills required to assist with research and preparation of leather product design concepts within an enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret design brief within specified guidelines	a. Design parameters are clarified, in consultation with designer, sales team, management and/or client, where required b. A strategy plan and/or critical path plan is developed, when required c. Constraints are identified and taken into account when clarifying the brief
2. Research relevant information within specified guidelines	a. Trends, etc. are researched in relation to project or design b. Technical requirements associated with production are assessed, within specified guidelines c. Any additional expertise required for the project is identified
3. Contribute to design concepts	a. Preliminary concepts are worked out in conjunction with others to identify possibilities b. Ideas are contributed and discussed with team members to enhance the success of the project c. Relevant support materials and explanations are developed and refined in conjunction with members of the design team d. Presentation is assessed in a manner which promote the design's acceptance/approval

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assistance to others in the preparation of preliminary design concepts for product</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies can refer to enterprise and client initiated ideas or requests</li> <li>c. The competencies may involve:               <ul style="list-style-type: none"> <li>c.1. applications associated with original design</li> <li>c.2. adaption of designs or interpretation of sketches</li> <li>c.3. custom-made</li> </ul> </li> <li>d. Design at this level may relate to individual leather products. However, the extent and nature of product design will depend on the products and organisations structure within the individual enterprise</li> <li>e. Size and work organisation within enterprise will also determine the range of interaction with other areas, for example:               <ul style="list-style-type: none"> <li>e.1. patternmaker</li> <li>e.2. sample hand/machinist</li> <li>e.3. marketing/sales</li> <li>e.4. management</li> <li>e.5. customer</li> </ul> </li> <li>f. Design activities may include:               <ul style="list-style-type: none"> <li>f.1. CAD system</li> <li>f.2. manual design methods</li> </ul> </li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within routines, methods and procedures</li> <li>j. Data entry/recording may include:               <ul style="list-style-type: none"> <li>j.1. keyboard</li> <li>j.2. computer-aided drafting input devices</li> <li>j.3. manual operations</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design brief</li> <li>c. Organisation work procedures</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the preparation of preliminary design concepts for leather products</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. research trends</li> <li>a.2. assess technical requirements</li> <li>a.3. communicate effectively with design team, customers, etc.</li> <li>a.4. apply workplace health and safety policies in work operations</li> <li>a.5. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed in conjunction with the units 'Contribute to Development of Design', and 'Modify Patterns' dependent on workplace organisation</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. the elements and principles of design</li> <li>a.2. the industry, and trends</li> <li>a.3. leather product construction</li> <li>a.4. research sources</li> <li>a.5. leathers, fabrics, fibres, trims, accessories and their properties and characteristics</li> <li>a.6. safety and environmental aspects of relevant enterprise activities</li> <li>a.7. workplace procedures and reporting processes</li> <li>a.8. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. provide effective assistance with the preparation of preliminary design concepts</li> <li>b.2. produce sketches manually or using CAD systems</li> <li>b.3. communicate effectively with individuals, work groups and supervisors</li> <li>b.4. interpret and carry out established procedures</li> <li>b.5. document and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated leather product design situations</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design briefs and/or customer's requirements</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	3	3	3

## LMTPDLG-03A Contribute to development of design

## Field: Product Development

This unit covers the skills required to assist with artwork and specification preparation for leather product design concepts within an enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare drawings/artwork	<ul style="list-style-type: none"> <li>a. Working drawings/artwork are prepared, in consultation with others to assist interpretation of requirements</li> <li>b. Completed drawings are checked against design brief and/or customer requirements and amended as required in accordance with workplace procedures</li> <li>c. Computer generated drawings are printed and backed up in accordance with workplace procedures</li> </ul>
2. Prepare specifications for approval	<ul style="list-style-type: none"> <li>a. Requirements are clarified and agreed</li> <li>b. Specification details are established and confirmed in accordance with enterprise procedures, including required standards of construction and overall quality</li> <li>c. Specifications are prepared, in the appropriate format, to assist the patternmaker in translating the sketch and/or sample</li> </ul>
3. Collate and submit preliminary cost estimates	<ul style="list-style-type: none"> <li>a. All items required for the range/garment are checked and confirmed</li> <li>b. Costs of items required for the range/product are compiled and compared</li> <li>c. Cost estimates are submitted to nominated staff for consideration and confirmation</li> <li>d. Adjustments are made to cost estimates, where necessary, in accordance with workplace procedures</li> </ul>
4. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and stored in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assistance to others with artwork and specification preparation for leather product design concepts</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies can refer to enterprise and client initiated ideas or requests</li> <li>c. The competencies may involve: <ul style="list-style-type: none"> <li>c.1. applications associated with original creation</li> <li>c.2. adaption of designs or interpretation of sketches within contexts related to single or multiple production styles and ranges</li> <li>c.3. custom made</li> </ul> </li> <li>d. Design at this level may relate to individual products. However, the extent and nature of product design will depend on the products and organisations structure within the individual enterprise</li> <li>e. Size and work organisation within enterprise will also determine the range of interaction with other areas, for example: <ul style="list-style-type: none"> <li>e.1. patternmaker</li> <li>e.2. sample hand/machinist</li> <li>e.3. marketing/sales</li> <li>e.4. management</li> <li>e.5. customer</li> </ul> </li> <li>f. Design activities may include: <ul style="list-style-type: none"> <li>f.1. CAD system</li> <li>f.2. manual design methods</li> </ul> </li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within routines, methods and procedures</li> <li>j. Data entry/recording may include: <ul style="list-style-type: none"> <li>j.1. keyboard</li> <li>j.2. computer aided drafting input device</li> <li>j.3. manual operations</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design brief</li> <li>c. Organisation work procedures</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to artwork and specification preparation for leather product design concepts</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. prepare drawings</li> <li>a.2. establish specification details</li> <li>a.3. compile/compare costs of designs</li> <li>a.4. communicate effectively with design team, customers, etc.</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed in conjunction with the units 'Contribute to Preparation of Preliminary Design Concepts', and 'Modify Patterns' dependent on workplace organisation</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. the elements and principles of design and how they can be used to create good design for leather products</li> <li>a.2. the industry, trends</li> <li>a.3. specification requirements and costing procedures</li> <li>a.4. leather product construction</li> <li>a.5. research sources</li> <li>a.6. leathers, fabrics, fibres, trims, accessories and their properties and characteristics</li> <li>a.7. safety and environmental aspects of relevant enterprise activities</li> <li>a.8. workplace procedures and reporting processes</li> <li>a.9. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. provide effective assistance with the preparation of preliminary design concepts</li> <li>b.2. produce sketches manually or using CAD systems</li> <li>b.3. prepare specifications</li> <li>b.4. communicate effectively with individuals, work groups and supervisors</li> <li>b.5. interpret and carry out established procedures</li> <li>b.6. maintain records, document and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated leather product design situations</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design briefs and/or customer's requirements</li> <li>a.3. preparing design specifications</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	3	3	3

## LMTPDLG-04A Select and/or modify patterns

Field: Product Development

This unit covers the skills and knowledge required to select and/or modify patterns used for leather products within an enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret the design	<ul style="list-style-type: none"> <li>a. Design sketch/drawing is interpreted and clarified with designer or senior pattern maker as required</li> <li>b. Leather and fabric characteristics and performance, and trims and finishings are considered in relation to the design</li> </ul>
2. Select a pattern	<ul style="list-style-type: none"> <li>a. Specifications are read and interpreted, in consultation with others as required</li> <li>b. Any special construction methods of the product that may affect the pattern are identified</li> <li>c. Pattern is obtained and checked to ensure suitability to the work specifications and/or design requirements</li> </ul>
3. Modify existing pattern	<ul style="list-style-type: none"> <li>a. Steps required to modify the pattern are determined</li> <li>b. Pattern is made, using existing patterns, to meet design requirements</li> <li>c. Pattern pieces are checked for accuracy of seam allowances, seam match, hems and functional openings</li> </ul>
4. Test pattern	<ul style="list-style-type: none"> <li>a. Pattern is tested for feasibility by making a prototype</li> <li>b. Construction problems are identified, where relevant, and alternative construction methods are recommended</li> <li>c. Pattern adjustments are made, as required, and alterations are assessed to meet construction requirements</li> <li>d. Final patterns are tested for compliance to design criteria and specifications, and to assess accuracy and completeness</li> <li>e. Labelling of pattern pieces is assessed in accordance with enterprise procedures</li> </ul>
5. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> <li>b. Patterns are filed in accordance with enterprise procedures</li> </ul>



## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assistance to others in the preparation of preliminary design concepts for leather products</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies can refer to enterprise and client initiated ideas or requests</li> <li>c. The competencies may:               <ul style="list-style-type: none"> <li>c.1. involve the selection and modification of patterns</li> <li>c.2. be influenced by the extent of the pattern library or technology applications, and within the enterprise</li> </ul> </li> <li>d. The work responsibilities of the pattern maker will vary in scope according to:               <ul style="list-style-type: none"> <li>d.1. the size of the workplace</li> <li>d.2. the range of designs and specialisation in the workplace</li> <li>d.3. workplace quality standards</li> <li>d.4. degree of autonomy of the pattern maker</li> </ul> </li> <li>e. Pattern makers may have responsibility for:               <ul style="list-style-type: none"> <li>e.1. the development of prototypes or toiles</li> <li>e.2. making samples and testing patterns</li> <li>e.3. developing the design</li> <li>e.4. estimating leather and material usage</li> </ul> </li> <li>f. Pattern-making activities may involve:               <ul style="list-style-type: none"> <li>f.1. CAD system</li> <li>f.2. manual design methods</li> </ul> </li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within routines, methods and procedures</li> <li>j. Data entry/recording may include:               <ul style="list-style-type: none"> <li>j.1. keyboard</li> <li>j.2. computer aided drafting input device</li> <li>j.3. manual operations</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design drawings/sketches</li> <li>c. Leather product construction instructions</li> <li>d. Organisation work procedures</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to making of leather product construction patterns</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. identifying/defining design lines and features</li> <li>a.2. choosing patterns to suit work specifications</li> <li>a.3. modifying, checking and testing patterns</li> <li>a.4. making prototype/toile</li> <li>a.5. communicate effectively with design team, customers, etc.</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with the units 'Contribute to Development of Design', and 'Contribute to Preparation of Preliminary Design Concepts' dependent on workplace organisation
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. the principles and concepts of pattern making</li> <li>a.2. customer and enterprise fit requirements</li> <li>a.3. cost efficiency in relation to pattern making</li> <li>a.4. range of typical leathers, fabrics, including weight and other characteristics</li> <li>a.5. marker making procedures</li> <li>a.6. cutting and construction</li> <li>a.7. safety and environmental aspects of relevant enterprise activities</li> <li>a.8. workplace procedures and reporting processes</li> <li>a.9. relevant OH&amp;S legislation and codes of practice</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. undertake the range of activities associated with selecting and modifying existing patterns</li> <li>b.2. develop the pattern with consideration to the characteristics of fabric and trimmings</li> <li>b.3. construct toiles or prototypes</li> <li>b.4. test patterns and recommend alternative construction methods</li> <li>b.5. use manual or CAD systems</li> <li>b.6. communicate effectively with individuals, work groups and supervisors</li> <li>b.7. maintain records, document and transfer information</li> <li>b.8. interpret and carry out established procedures</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated pattern making situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design drawings, sketches and specifications</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	3	3	3

## LMTPDLG-05A Grade patterns

## Field: Product Development

This unit covers the skills and knowledge required to grade patterns used for leather products construction within an enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare and check a pattern	<ul style="list-style-type: none"> <li>a. Workstation and/or equipment are selected and prepared in accordance with enterprise requirements</li> <li>b. Base size pattern is checked for correct information, balance points and pattern fit and clarification sought, if necessary, in accordance with enterprise procedures</li> <li>c. Style, leather and fabric characteristics which influence grading are identified and any queries are clarified with pattern maker</li> <li>d. Appropriate grade plan or grade rule table is selected</li> </ul>
2. Grade patterns	<ul style="list-style-type: none"> <li>a. Pattern is graded manually or by computer, adjusting design lines, maintaining accuracy and shape, notches, design proportion and other requirements in accordance with work specification</li> <li>b. Pattern is checked for accuracy and appropriate action taken, if necessary</li> <li>c. Patterns are filed in accordance with enterprise procedures</li> </ul>
3. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> <li>b. Patterns are filed in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the grading of patterns used for leather goods production within an enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies can refer to enterprise and client initiated ideas or requests</li> <li>c. Grading can include basic or more complex patterns</li> <li>d. The degree of specialisation at the workplace will determine the scope of the graders work</li> <li>e. Grading activities may involve:               <ul style="list-style-type: none"> <li>e.1. CAD system</li> <li>e.2. manual grading methods</li> </ul> </li> <li>f. The competencies are applied under general guidance on progress and outcomes</li> <li>g. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>h. The competencies are used within routines, methods and procedures</li> <li>i. Data entry/recording may include:               <ul style="list-style-type: none"> <li>i.1. keyboard</li> <li>i.2. computer aided input device</li> <li>i.3. manual operations</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design drawings/sketches</li> <li>c. Product construction instructions</li> <li>d. Organisation work procedures</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the grading of patterns used for leather products construction within an enterprise</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check patterns for correct information</li> <li>a.2. grade patterns</li> <li>a.3. ensure graded patterns meet specifications</li> <li>a.4. communicate effectively with design team, customers, etc.</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed in conjunction with other units dependent on workplace organisation</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. workplace and customer size charts</li> <li>a.2. pattern making and the development of a pattern</li> <li>a.3. cost efficiency in pattern making</li> <li>a.4. an understanding of marker making</li> <li>a.5. safety and environmental aspects of relevant enterprise activities</li> <li>a.6. workplace procedures and reporting processes</li> <li>a.7. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. produce precise results</li> <li>b.2. use CAD or manual grading systems</li> <li>b.3. communicate effectively with individuals, work groups and supervisors</li> <li>b.4. maintain records</li> <li>b.5. document and transfer information</li> <li>b.6. interpret and carry out established procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated grading situations</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design drawings, sketches and specifications</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	3	3	3

## LMTPDLG-06A Design tooling

### Field: Product Development

This unit encompasses the skills and knowledge required to design tooling required for producing leather products within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Clarify requirements	a. Tooling requirements are defined and/or clarified in accordance with enterprise procedures
2. Contribute to development of design/engineering specifications	a. Engineering/design specifications for tooling are developed, which include items to be produced internally or by external suppliers b. Specification details are confirmed and prepared in accordance with enterprise procedures, including required standards of construction and overall quality
3. Liaise with engineering or external supplier	a. Tooling brief is provided to engineering and/or external supplier, as required b. Liaison occurs with the component supplier and/or engineering area to manufacture knives or tooling

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the design of tooling to meet specific manufacturing requirements</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies can refer to enterprise and client initiated ideas or requests</li> <li>c. Size and work organisation within enterprise will determine the range of interaction with other areas, e.g:               <ul style="list-style-type: none"> <li>c.1. prototype or sample maker,</li> <li>c.2. engineering,</li> <li>c.3. management</li> <li>c.4. external supplier</li> </ul> </li> <li>d. Tooling may include cutting knives or punch dies</li> <li>e. Tooling activities may involve:               <ul style="list-style-type: none"> <li>e.1. CAD system</li> <li>e.2. manual design methods</li> </ul> </li> <li>f. The competencies are applied under general guidance on progress and outcomes</li> <li>g. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>h. The competencies are used within routines, methods and procedures</li> <li>i. Data entry/recording may include:               <ul style="list-style-type: none"> <li>i.1. keyboard</li> <li>i.2. computer aided drafting input device</li> <li>i.3. manual operations</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design drawings/sketches</li> <li>c. Leather product construction instructions</li> <li>d. Organisation work procedures</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the design of tooling to meet specific manufacturing requirements</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> <li>b.3. standard work practices</li> </ul> </li> <li>c. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>d. Communication may be oral, written or visual and can include simple data</li> <li>e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>f. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. defining requirements</li> <li>a.2. developing accurate specifications</li> <li>a.3. assessing technical requirements</li> <li>a.4. liaising with engineer/external supplier</li> <li>a.5. communicate effectively with design team, customers, etc.</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. the requirements of tooling design</li> <li>a.2. leather product construction</li> <li>a.3. quality requirements</li> <li>a.4. materials used in footwear production</li> <li>a.5. safety and environmental aspects of relevant enterprise activities</li> <li>a.6. workplace procedures and reporting processes</li> <li>a.7. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. prepare specifications</li> <li>b.2. use manual or CAD systems</li> <li>b.3. communicate effectively with individuals, work groups and supervisors</li> <li>b.4. maintain records, document and transfer information</li> <li>b.5. interpret and carry out established procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>b. Access to real or appropriately simulated tooling design situations</li> <li>c. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design drawings, sketches and specifications</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	3	3	3



## LMTPDGN-01A Estimate and cost job

## Field: Product Development

This unit covers the skills required to estimate materials, labour and time requirements and establish costs for provision of services or products.

ELEMENT	PERFORMANCE CRITERIA
1. Gather information	<ul style="list-style-type: none"> <li>a. Details of customer requirements are obtained through discussion with customer or from information supplied</li> <li>b. Details of products and/or services to be provided are developed</li> <li>c. Delivery point and methods of transportation are determined where necessary</li> <li>d. Details are recorded in accordance with enterprise practice</li> </ul>
2. Estimate materials, time and labour	<ul style="list-style-type: none"> <li>a. Types and quantities of materials required for product manufacture are estimated</li> <li>b. Labour requirements to achieve product manufacture and perform required services are estimated</li> <li>c. Time requirements to repair and finish shoe/article and perform required services are estimated</li> </ul>
3. Calculate costs	<ul style="list-style-type: none"> <li>a. Total materials costs and labour costs are calculated in accordance with enterprise procedures</li> <li>b. Total job cost is calculated, including overheads and mark-up percentages</li> <li>c. Final cost to customer is calculated</li> </ul>
4. Document details and verify where necessary	<ul style="list-style-type: none"> <li>a. Details of costs and charges are documented in accordance with enterprise practice</li> <li>b. Costs, calculations or other details are verified by other enterprise personnel, as required</li> <li>c. Customer quotation is prepared</li> <li>d. Details are documented for future reference in accordance with enterprise practice</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the estimating and costing of work required to repair a shoe</li> <li>b. Discretion and initiative and judgement must be demonstrated on the job, either individually or in a team environment</li> <li>c. Work may involve referral of matters to other enterprise personnel</li> <li>d. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&amp;S legislation and relevant health regulations</li> <li>e. All elements of this unit are performed under limited supervision and guidance</li> </ul>
2. Worksite environment and practices may include	<ul style="list-style-type: none"> <li>a. Work undertaken in accordance with established procedures involving a range of products, equipment and installation sites</li> <li>b. Completion of job and product records and other relevant documentation</li> <li>c. Interaction with customers and other personnel from the operator's workplace</li> <li>d. Use of relevant tools, equipment and resources, including:               <ul style="list-style-type: none"> <li>d.1. measuring equipment</li> <li>d.2. product sales literature</li> <li>d.3. product samples</li> </ul> </li> </ul>
3. Sources of information and documents may include	<ul style="list-style-type: none"> <li>a. Enterprise work orders and instructions</li> <li>b. Industry codes and symbols</li> <li>c. Australian, international and enterprise quality standards and procedures</li> <li>d. Enterprise or external personnel</li> <li>e. Work scheduling documentation</li> <li>f. Job procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the provision of information and preparation of quotations</li> <li>b. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures</li> <li>c. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes</li> <li>d. Use of calculators and/or computers running appropriate software for estimating and calculating necessary details</li> <li>e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>f. Observance of procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, operator enterprise and customer</li> <li>g. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>g.1. workplace agreements and awards</li> <li>g.2. Federal or State/Territory legislation</li> </ul> </li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. interpret work orders</li> <li>a.2. interpret specifications and instructions for products and materials to be used</li> <li>a.3. estimate quantities of material required</li> <li>a.4. determine the types and amount of labour required to complete the work</li> <li>a.5. estimate time required to complete the work</li> <li>a.6. document and communicate work related information including customer requirements, products, materials and labour required, costing calculations for products, materials and labour, and special conditions</li> <li>a.7. use of calculators, computer programs and other aids in the estimation and cost calculation processes</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. range of products and services offered by the enterprise</li> <li>a.2. operating principles of products and equipment</li> <li>a.3. enterprise costing procedures</li> <li>a.4. components of overheads costs</li> <li>a.5. components of direct labour costs</li> <li>a.6. work flow and manufacturing processes</li> <li>a.7. basic mathematical processes</li> <li>a.8. basic mathematical formulae</li> <li>a.9. labour rates and approximate costs of products and materials</li> <li>a.10. safety and environmental requirements of relevant industry and enterprise procedures</li> <li>a.11. general industry housekeeping policies and procedures</li> <li>a.12. recording and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret and apply work instructions and established procedures</li> <li>b.2. locate and interpret technical information about products, materials, equipment and operating procedures</li> <li>b.3. identify customer requirements</li> <li>b.4. calculate amounts and sizes of materials</li> <li>b.5. apply hourly rates for labour and overheads</li> <li>b.6. estimate production times</li> <li>b.7. calculate total costs of products or services</li> <li>b.8. ascertain or estimate delivery/availability time-lines</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access is required to real or appropriately simulated situations involving estimation and costing of products and services</li> <li>b. Access is required to specifications and costs of relevant products, equipment and materials and information on labour costs and availability, safety procedures, regulations, quality standards, and enterprise procedures</li> <li>c. Access is required to all necessary facilities and associated equipment including calculators, computers and relevant software</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing procedures and consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying problems</li> <li>a.5. applying and taking into account safety precautions relevant to the task</li> </ul> </li> <li>b. Takes relevant enterprise procedures into account when developing estimates and costing, including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. standard job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. security procedures</li> <li>b.5. waste, pollution and recycling management procedures</li> </ul> </li> <li>c. Actions are implemented promptly and accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions with customers, staff and others</li> <li>e. Work is completed systematically with attention to detail</li> <li>f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an industry approved simulated environment</li> <li>b. Competence should be demonstrated with a range of typical industry product and equipment applications</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	2	2	3	3	2

## LMTPRGN-01A Plan and implement production within a work team

Field: Production

This unit covers the skills and knowledge required to plan and implementing production within a work team in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Determine production requirements	<ul style="list-style-type: none"> <li>a. Projected quantity and quality requirements, standard times and production capacities are identified</li> <li>b. Production process and material handling options are identified</li> <li>c. Resources required for the project or production order are established</li> </ul>
2. Prioritise work	<ul style="list-style-type: none"> <li>a. Work is prioritised taking into account production demands, customer requests/requirements and efficiency standards of the enterprise</li> </ul>
3. Sequence production	<ul style="list-style-type: none"> <li>a. Steps required for the process are identified ensuring most efficient use of resources</li> <li>b. Documentation is prepared in accordance with enterprise procedures</li> </ul>
4. Organise team and resources	<ul style="list-style-type: none"> <li>a. Work team is selected and organised in accordance with enterprise procedures</li> <li>b. Facility, equipment and material and resources required for the production process are identified and organised in accordance with the production schedule</li> </ul>
5. Implement and monitor work flow	<ul style="list-style-type: none"> <li>a. Work flow is monitored to ensure production schedule is maintained</li> <li>b. Methods are implemented to ensure that work is directed to each work area or location as required, and potential congestion areas are identified</li> <li>c. Troubleshooting occurs on a regular basis in response to breakdowns, absenteeism and other factors</li> </ul>
6. Implement variations to production plan	<ul style="list-style-type: none"> <li>a. Systematic implementation of variations to the production plan are coordinated to ensure production meets the schedule and specifications</li> <li>b. Work is re-allocated in accordance with production priorities, where required</li> <li>c. Inefficiencies are identified and dealt with in accordance with enterprise/production procedures</li> <li>d. Team or individual responsibilities are defined and communicated</li> </ul>
7. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves determining, planning, implementing and monitoring production work flow within a work team in a TCF enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions</li> <li>b. Product schedule may include plant layout/machine involvement and personnel required for particular operations</li> <li>c. TCF production areas may include:               <ul style="list-style-type: none"> <li>c.1. textile production</li> <li>c.2. clothing production</li> <li>c.3. footwear production</li> <li>c.4. early stage wool processing</li> <li>c.5. cotton ginning</li> <li>c.6. hide/skin/leather production</li> <li>c.7. headwear production and millinery</li> <li>c.8. canvas and sails production</li> <li>c.9. laundry operations</li> <li>c.10. dry cleaning operations</li> </ul> </li> <li>d. The competencies are applied under general guidance on progress and outcomes</li> <li>e. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>f. The competencies are used within routines, methods and procedures</li> <li>g. Operations may cover various time scales to reflect seasonal planning</li> <li>h. Production planning may relate to:               <ul style="list-style-type: none"> <li>h.1. establishing an overall plan for manufacture/product delivery</li> <li>h.2. repetitive production runs</li> <li>h.3. short runs</li> <li>h.4. quick changes</li> <li>h.5. a diversity of styles</li> <li>h.6. indent orders</li> <li>h.7. stock services replenishment</li> </ul> </li> <li>i. Organisation systems may include:               <ul style="list-style-type: none"> <li>i.1. JIT</li> <li>i.2. VAM</li> <li>i.3. quick response</li> <li>i.4. quality circles</li> <li>i.5. team processes</li> <li>i.6. benchmarking</li> </ul> </li> <li>j. Consultation may occur with suppliers and manufacturers</li> <li>k. Formal meeting situations or informal information exchange may occur between relevant personnel</li> <li>l. Exposure may occur to chemicals, dangerous or other hazardous substances</li> <li>m. Data recording may involve use of keyboard or manual recording applications</li> <li>n. Interaction may occur with other departments</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Production orders</li> <li>b. Machine/equipment manufacturers' specifications and instructions</li> <li>c. Organisation work orders</li> <li>d. Production and planning policies and other documentation</li> <li>e. Organisational or external personnel</li> <li>f. Work scheduling documentation</li> <li>g. Job procedures</li> <li>h. Work instructions</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to planning and implementation of production for a work team</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice includes providing an effective contribution to planning production</li> <li>d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise</li> <li>e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>f. Communication may be oral, written or visual and can include simple data</li> <li>g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. establish production requirements</li> <li>a.2. prioritise work</li> <li>a.3. select/organise work team</li> <li>a.4. ensure efficiency of production schedule</li> <li>a.5. deal with inefficiencies</li> <li>a.6. apply workplace health and safety policies in production operations</li> <li>a.7. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. work organisation systems and workplace organisation features</li> <li>a.2. production planning processes, such as material supply, etc.</li> <li>a.3. safety and environmental aspects of relevant enterprise activities</li> <li>a.4. workplace procedures</li> <li>a.5. reporting processes</li> <li>a.6. relevant OH&amp;S legislation and codes of practice</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. interpret and use data from a range of sources</li> <li>b.2. sequence production</li> <li>b.3. monitor workflow</li> <li>b.4. organise resources</li> <li>b.5. respond to breakdowns, absenteeism, etc.</li> <li>b.6. coordinate variations to production plan</li> <li>b.7. communicate effectively within the workplace</li> <li>b.8. interpret and carry out established procedures</li> <li>b.9. document and transfer information</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated production planning situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. planning and selecting appropriate processes or procedures</li> <li>a.2. identifying contingencies</li> <li>a.3. completing tasks</li> <li>a.4. identifying and implementing improvements</li> <li>a.5. ensuring safety standards are followed</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	3	2	3	2	2	2

## LMTPRGN-02A Coordinate or set up machine/s for product change

Field: Production

This unit covers the skills and knowledge required to set up machines for production changes in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Set machine/s	<ul style="list-style-type: none"> <li>a. Product specifications are interpreted correctly in relation to machine setting requirements</li> <li>b. Machine is set in accordance with product specifications, machine manufacturer's instructions and enterprise procedures</li> </ul>
2. Conduct sample runs	<ul style="list-style-type: none"> <li>a. Material to be used for sampling is obtained</li> <li>b. Machine is operated in accordance with manufacturer's and enterprise instructions to produce a specified sample</li> </ul>
3. Organise sample quality testing	<ul style="list-style-type: none"> <li>a. Sample is tested, or the test is organised, in accordance with enterprise procedures to ensure required standards of quality are met</li> </ul>
4. Readjust machine settings to meet requirements	<ul style="list-style-type: none"> <li>a. Test results are interpreted to determine adjustment requirements</li> <li>b. Adjustment changes are assessed in accordance with product and machine specifications</li> <li>c. Appropriate production personnel are informed of the availability of the newly set up machine in accordance with workplace procedures</li> </ul>
5. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the setting up of machines for production changes in a TCF enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large-scale production or small business situation in a TCF sector</li> <li>b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions</li> <li>c. TCF production areas may include: <ul style="list-style-type: none"> <li>c.1. textile production</li> <li>c.2. clothing production</li> <li>c.3. footwear production</li> <li>c.4. early stage wool processing</li> <li>c.5. cotton ginning</li> <li>c.6. hide/skin/leather production</li> <li>c.7. headwear production and millinery</li> <li>c.8. canvas and sails production</li> <li>c.9. laundry operations</li> <li>c.10. dry cleaning operations</li> </ul> </li> <li>d. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> <li>e. Machines/equipment may include: <ul style="list-style-type: none"> <li>e.1. any machine typically used in the TCF sector concerned</li> <li>e.2. microprocessor or computer controlled machines</li> <li>e.3. both production and facility equipment used in the enterprise</li> </ul> </li> <li>f. The extent of machine set up will be dependent on the equipment, production requirements and workplace arrangements in each enterprise</li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Production orders</li> <li>b. Machine/equipment manufacturers' specifications and instructions</li> <li>c. Organisation work orders</li> <li>d. Production and planning policies and other documentation</li> <li>e. Organisational or external personnel</li> <li>f. Work scheduling documentation</li> <li>g. Job procedures</li> <li>h. Work instructions</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the setting up of machines for production changes in a TCF enterprise</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice includes providing an effective contribution to planning production</li> <li>d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise</li> <li>e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>f. Communication may be oral, written or visual and can include simple data</li> <li>g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. interpret specifications for machine settings</li> <li>a.2. perform sample runs</li> <li>a.3. arrange or conducting testing of sample</li> <li>a.4. make appropriate readjustments</li> <li>a.5. apply workplace health and safety policies in production operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. setting up and adjustment requirements for the range of machines and equipment used in the enterprise</li> <li>a.2. quality requirements</li> <li>a.3. machine manufacturer's specifications</li> <li>a.4. safety and environmental aspects of relevant enterprise activities</li> <li>a.5. workplace procedures and reporting processes</li> <li>a.6. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. set and operate machines</li> <li>b.2. test and analyse samples</li> <li>b.3. apply all the relevant safety practices when working in the industry</li> <li>b.4. communicate effectively with individuals, work groups and supervisors</li> <li>b.5. maintain records and document and transfer information</li> <li>b.6. interpret and carry out established procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated situations involving the setting up of machines for production changes in a TCF context</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising setting up processes or procedures</li> <li>a.2. identifying contingencies</li> <li>a.3. completing tasks</li> <li>a.4. identifying and implementing improvements</li> <li>a.5. ensuring safety standards are followed</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	3	2	2	3	3

## LMTPRGN-03A Participate in production planning processes

Field: Production

This unit covers the skills and knowledge required to participate in production planning in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm production requirements	<ul style="list-style-type: none"><li>a. Projected requirements regarding stock supplies, product quantities, quality and delivery schedules are confirmed</li><li>b. Identified issues and problems concerning projected requirements are reported and/or resolved in collaboration with relevant personnel as per workplace procedures</li></ul>
2. Gather specific production information	<ul style="list-style-type: none"><li>a. Specific information relating to production capacity is obtained and/or confirmed</li><li>b. Details of production line requirements regarding batch/run sizes and other relevant information are gathered and interpreted for use in production plan preparation</li><li>c. Resources, supply requirements, availability of machines and personnel is identified and/or confirmed</li></ul>
3. Participate in planning meetings	<ul style="list-style-type: none"><li>a. Specific requirements for the meeting are confirmed</li><li>b. Production data and other planning information is prepared, where required</li><li>c. Information is contributed and discussed in accordance with meeting procedures</li><li>d. Follow up action on meeting outcomes is taken in accordance with enterprise procedures</li></ul>
4. Maintain records	<ul style="list-style-type: none"><li>a. Production planning records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li></ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves participation in production planning in a TCF enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large-scale production or small business situation in a TCF sector</li> <li>b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions</li> <li>c. TCF production areas may include:               <ul style="list-style-type: none"> <li>c.1. textile production</li> <li>c.2. clothing production</li> <li>c.3. footwear production</li> <li>c.4. early stage wool processing</li> <li>c.5. cotton ginning</li> <li>c.6. hide/skin/leather production</li> <li>c.7. headwear production and millinery</li> <li>c.8. canvas and sails production</li> <li>c.9. laundry operations</li> <li>c.10. dry cleaning operations</li> </ul> </li> <li>d. Product schedule may include plant layout/machine involvement and personnel required for particular operations</li> <li>e. The competencies are applied under general guidance on progress and outcomes</li> <li>f. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>g. The competencies are used within routines, methods and procedures</li> <li>h. Operations may cover various time scales to reflect seasonal planning</li> <li>i. Production planning may relate to:               <ul style="list-style-type: none"> <li>i.1. establishing an overall plan for manufacture/product delivery</li> <li>i.2. repetitive production runs</li> <li>i.3. short runs</li> <li>i.4. quick changes</li> <li>i.5. a diversity of styles</li> <li>i.6. indent orders</li> <li>i.7. stock services replenishment</li> </ul> </li> <li>j. Organisation systems may include:               <ul style="list-style-type: none"> <li>j.1. JIT</li> <li>j.2. VAM</li> <li>j.3. quick response</li> <li>j.4. quality circles</li> <li>j.5. team processes</li> <li>j.6. benchmarking</li> </ul> </li> <li>k. Consultation may occur with suppliers and manufacturers</li> <li>l. Planning meetings may relate to formal meeting situations or informal information exchange between relevant personnel</li> <li>m. Formal meeting situations or informal information exchange may occur between relevant personnel</li> <li>n. Exposure may occur to chemicals, dangerous or other hazardous substances</li> <li>o. Data recording may involve use of keyboard or manual recording applications</li> <li>p. Interaction may occur with other departments</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Production orders</li> <li>b. Machine/equipment manufacturers' specifications and instructions</li> <li>c. Organisation work orders</li> <li>d. Production and planning policies and other documentation</li> <li>e. Organisational or external personnel</li> <li>f. Work scheduling documentation</li> <li>g. Job procedures</li> <li>a. Work instructions</li> </ul>

<b>4. Workplace context may include</b>	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to planning and implementation of production for a work team</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice includes providing an effective contribution to planning production</li> <li>d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise</li> <li>e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>f. Communication may be oral, written or visual and can include simple data</li> <li>g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
<b>5. Applicable regulations and legislation may include</b>	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. confirm requirements for production</li> <li>a.2. assemble and interpret specific production information</li> <li>a.3. identify resources, supply requirements, machines, personnel, etc.</li> <li>a.4. contribute to interchange of information at planning meetings</li> <li>a.5. apply workplace health and safety policies in production operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. production processes, products and machines</li> <li>a.2. basic knowledge of fibres and fibre chemistry</li> <li>a.3. an understanding of work and workplace organisation systems</li> <li>a.4. safety and environmental aspects of relevant enterprise activities</li> <li>a.5. meeting procedures</li> <li>a.6. workplace procedures and reporting processes</li> <li>a.7. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. participate effectively in planning production</li> <li>b.2. interpret and use data from a range of sources</li> <li>b.3. apply all the relevant safety practices when working in the industry</li> <li>b.4. communicate effectively with individuals, work groups and supervisors</li> <li>b.5. maintain records and document and transfer information</li> <li>b.6. interpret and carry out established procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated production planning situations in a TCF context</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. planning and selecting appropriate processes or procedures</li> <li>a.2. identifying contingencies</li> <li>a.3. completing tasks</li> <li>a.4. identifying and implementing improvements</li> <li>a.5. ensuring safety standards are followed</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	2	3	2

## LMTPRGN-12A Control production

Field: Production

This unit covers the skills and knowledge required to monitor and control production operations in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Identify requirements for efficient production	<ul style="list-style-type: none"><li>a. Machine operations, staff and production processes are organised to meet production requirements</li><li>b. Recommendations are made related to production requirements and in accordance with enterprise procedures</li><li>c. Quality standards and safe work practices are checked to ensure compliance</li></ul>
2. Monitor production efficiency	<ul style="list-style-type: none"><li>a. Compliance to specified requirements is checked to ensure efficiency is maintained</li><li>b. Non-compliance is identified, reported or recorded and investigated to determine causes</li><li>c. Production standards or machines are set and/or changed in accordance with enterprise procedures</li></ul>
3. Implement improvements to production efficiency	<ul style="list-style-type: none"><li>a. Corrective or preventative action is recommended and implemented where appropriate</li><li>b. Changes are communicated to relevant personnel in a logical and easily understood manner</li><li>c. Changes are monitored to confirm improvement to production efficiency</li></ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves activities associated with the monitoring and control of production operations/yields</li> <li>b. Competence must be demonstrated in working largely independently and being accountable for own results including:               <ul style="list-style-type: none"> <li>b.1. carrying out assigned tasks</li> <li>b.2. coordinating processes</li> <li>b.3. setting and working to deadlines</li> </ul> </li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in a variety of environments which may include:               <ul style="list-style-type: none"> <li>a.1. operational workplace activities</li> <li>a.2. restricted space</li> <li>a.3. hazardous, controlled or exposed conditions</li> </ul> </li> <li>b. Production processes and associated machines/equipment include those generally operating in the various sectors of the textile clothing and footwear industry</li> <li>c. Production schedules may apply to daily or production runs, including repetitive production runs, short runs and quick changes</li> <li>d. Process parameters may include those that relate to the equipment and processes being used</li> <li>e. Exposure to chemicals, dangerous or other hazardous substances dependent on the equipment and processes being used</li> <li>f. Data recording, either using keyboard or manual recording applications</li> <li>g. Interaction/interface with other departments</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Machine/equipment manufacturers' specifications and instructions</li> <li>b. Organisation work orders</li> <li>c. Product change program and policies</li> <li>d. Organisational or external personnel</li> <li>e. Work scheduling documentation</li> <li>f. Job procedures</li> <li>g. Quality standards</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the monitoring and control of production operations</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice including the storage, safe handling and disposal of chemicals</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. organise machine operations, staff and production processes</li> <li>a.2. meet production processes efficiency standards</li> <li>a.3. implement appropriate ways of correcting non-compliance and inefficiencies</li> <li>a.4. apply techniques to monitor production work</li> <li>a.5. monitor changes to production processes</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. check production outputs against specifications</li> <li>a.8. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. production and work flow system in the enterprise</li> <li>a.2. factors/constraints that impact on effective work flow</li> <li>a.3. ways of controlling factors and constraints</li> <li>a.4. cost effective work methods to achieve production objectives and timelines</li> <li>a.5. methods for monitoring and controlling the use of resources</li> <li>a.6. quality assurance standards and procedures</li> <li>a.7. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. develop workflow plans</li> <li>b.2. schedule and prioritise resources (machines, staff, materials and production processes)</li> <li>b.3. clarify and communicate tasks, roles and responsibilities</li> <li>b.4. allocate work for operators/team members</li> <li>b.5. identify and report problems with workflow</li> <li>b.6. establish, maintain and update monitoring procedures</li> <li>b.7. identify and interpret product specifications</li> <li>b.8. set and adjust machines in accordance with enterprise procedures</li> <li>b.9. select, organise and weigh raw materials</li> <li>b.10. analyse and record results in accordance with enterprise procedures</li> <li>b.11. carry out work in accordance with OH&amp;S policies and procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access is required to real or appropriately simulated situations involving the monitoring of production, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising production processes and resources</li> <li>a.2. interpreting work specifications</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capacity of equipment/machines used in production processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> <li>b. Competence should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	2	2	3	3



## LMTPRGN-15A Coordinate work of team/section

Field: Production

This unit encompasses the coordination and monitoring of work within a work team or section.

ELEMENT	PERFORMANCE CRITERIA
1. Plan and coordinate work schedules	<ul style="list-style-type: none"> <li>a. Tasks, jobs, and work priorities are confirmed with supervisor/manager, as required</li> <li>b. Tasks are assigned to team/section or individuals, in accordance with workplace procedures</li> <li>c. Priority of tasks is communicated to team/section or individuals</li> <li>d. Material requirements are organised to meet work requirements</li> </ul>
2. Monitor performance and quality	<ul style="list-style-type: none"> <li>a. Required work standard is communicated to team/section or individuals to ensure understanding of task requirements</li> <li>b. Standard of performance including quality standards, of team/section and/or individuals, is monitored to ensure achievement of outcomes and is reported in accordance with enterprise procedures</li> <li>c. Instruction and/or support are provided, as required, in order to achieve standards and outcomes</li> <li>d. Proposals for improvements to work processes, efficiency and organisation are communicated/reported, as required to appropriate personnel, in accordance with enterprise procedures</li> </ul>
3. Monitor application of OH&S in the work area	<ul style="list-style-type: none"> <li>a. Implementation of OH&amp;S and environmental standards and procedures are monitored to achieve safety standards and requirements in the workplace</li> <li>b. Proposals for prevention or correction of problems are identified and communicated/reported to appropriate personnel, in accordance with enterprise procedures</li> </ul>
4. Communicate with work team/section, individuals	<ul style="list-style-type: none"> <li>a. All information affecting work, including OH&amp;S and quality standards is explained logically in an easily understood manner to individuals and teams, as required</li> <li>b. Feedback from team/section members and individuals is sought to assist in the effective operation of the team/section</li> </ul>
5. Report work of team/section	<ul style="list-style-type: none"> <li>a. Reports and documentation on section/team performance and outcomes are provided to line supervisor/management, as required, in accordance with enterprise procedures</li> <li>b. Section/team performance and outcomes, which impact on operations of other sections, are communicated effectively and promptly, as required, to appropriate personnel, in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves activities associated with the coordination and monitoring of the work of a section or team</li> <li>b. Discretion, initiative, judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in a variety of environments, such as:               <ul style="list-style-type: none"> <li>a.1. operational workplace activities</li> <li>a.2. restricted space</li> <li>a.3. hazardous, controlled or exposed conditions</li> </ul> </li> <li>b. Work/production processes and associated machines/equipment include those generally operating in the various sectors of the TCF industry</li> <li>c. Appropriate personnel to report and/or liaise may include line supervisor/manager, team/section leaders/supervisors/managers in other sections within the enterprise, and technical specialists</li> <li>d. Exposure to chemicals, dangerous or other hazardous substances</li> <li>e. Data recording, either using keyboard or manual recording applications</li> <li>f. Interaction/interface with other departments</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Organisation work orders</li> <li>b. Product change program and policies</li> <li>c. Organisational or external personnel</li> <li>d. Work scheduling documentation</li> <li>e. Job procedures</li> <li>f. Machine/equipment manufacturers' specifications and instructions</li> <li>g. Quality standards</li> <li>h. OH&amp;S and environmental standards</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the coordination and monitoring of the work of a section or team</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice including the storage, safe handling and disposal of chemicals</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. organise work tasks, work processes and staff</li> <li>a.2. meet work processes efficiency standards</li> <li>a.3. advise appropriate ways of correcting non-compliance and inefficiencies</li> <li>a.4. apply techniques to monitor work</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently, however, the unit may be assessed in conjunction with other units that form part of a job function</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. production and work flow system in the section/team</li> <li>a.2. factors/constraints that impact on effective work flow</li> <li>a.3. effective work methods to achieve production objectives and time-lines</li> <li>a.4. methods for monitoring and coordinating the use of resources</li> <li>a.5. quality assurance standards and procedures</li> <li>a.6. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. prioritise resources (machines, staff, materials and production processes)</li> <li>b.2. clarify and communicate tasks, roles and responsibilities</li> <li>b.3. allocate work to team/section members</li> <li>b.4. identify and report problems with work flow</li> <li>b.5. maintain and update monitoring procedures</li> <li>b.6. analyse and record results in accordance with enterprise procedures</li> <li>b.7. carry out work in accordance with OH&amp;S policies and procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access is required to real or appropriately simulated situations involving the monitoring and coordination of the work of a team or section, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. coordinating work processes and resources</li> <li>a.2. interpreting work specifications</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capacity of equipment/machines used in production processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. security procedures</li> <li>b.5. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> <li>b. Competence should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	3	3	2	2	2

## LMTPRGN-16A Organise and plan own work to achieve planned outcomes

Field: Production

This unit covers the skills and knowledge required to organise own work when working independently on production operations in a factory or home-based or outside factory environment.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm and interpret work requirements	a. Work requirements are confirmed with relevant personnel b. Work requirements are interpreted in accordance with workplace procedures
2. Develop personal work plan	a. The steps required to complete the work are identified and confirmed with other personnel b. Quality requirements of the client organisation are confirmed and interpreted c. Critical deadlines, outcome objectives and sequence of operations are established and documented in accordance with workplace procedures
3. Communicate with relevant personnel	a. Relevant personnel in the client organisation are identified and contacted b. Operation plan is confirmed or altered in accordance with workplace procedures
4. Access resources	a. Specified resources are identified and accessed in accordance with workplan
5. Coordinate work	a. Work assessed in accordance with planned steps and quality criteria b. Work is regularly checked against specifications, established deadlines and identified quality standards and action is taken to rectify work which is not in accordance with requirements c. Problems are identified and investigated in accordance with workplace procedures d. Problems are rectified or reported in accordance with workplace procedures
6. Keep records of work	a. Record system is established in accordance with workplace requirements b. Records are kept in accordance with record system procedures
7. Implement workplace health and safety practices	a. Workplace health and safety precautions and procedures are identified and followed b. Action is taken in accordance with workplace procedures to prevent accidents and to eliminate risks to personal safety

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Competence must be demonstrated in working largely independently and being accountable for own results including:               <ul style="list-style-type: none"> <li>a.1. carrying out assigned tasks</li> <li>a.2. coordinating processes</li> <li>a.3. setting and working to deadlines</li> </ul> </li> <li>b. Work is assessed in accordance with statutory requirements, employer's insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a factory or home-based or outside factory situation</li> <li>b. Competence must be demonstrated in the planning, organising and coordination of production operations</li> <li>c. Machines may include any machine used appropriate to the operations of the TCF production area</li> <li>d. TCF production areas may include:               <ul style="list-style-type: none"> <li>d.1. textile production</li> <li>d.2. clothing production</li> <li>d.3. footwear production</li> <li>d.4. early stage wool processing</li> <li>d.5. cotton ginning</li> <li>d.6. hide/skin/leather production</li> <li>d.7. headwear production and millinery</li> <li>d.8. canvas and sails production</li> <li>d.9. laundry operations</li> <li>d.10. dry cleaning operations</li> </ul> </li> <li>e. Occupational health and safety precautions and procedures may include:               <ul style="list-style-type: none"> <li>e.1. personal protective wear and equipment is used in accordance with standard workplace practice</li> <li>e.2. safe materials handling practices are correctly followed in accordance with standard workplace practice</li> <li>e.3. rest breaks are taken in accordance with standard workplace practice</li> <li>e.4. workstation is arranged in accordance with occupational health and safety including ergonomic requirements</li> <li>e.5. equipment is stored when not in use in accordance with standard workplace practice</li> <li>e.6. workstation is kept clean and free of obstacles at all times in accordance with standard workplace practice</li> <li>e.7. floor and workstation are kept clear of remnants, dust and rubbish, etc. in accordance with standard workplace practice</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Procedures and specifications</li> <li>b. Personnel from the client organisation</li> <li>c. Quality and Australian standards and procedures</li> <li>d. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the planning, organising and coordination of production operations</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards as they relate to factory and home-based or outside-factory workers</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of work output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers and regulatory authorities</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. confirm and interpret work specifications</li> <li>a.2. establish and apply required quality procedures and required work steps</li> <li>a.3. organise and set up workstation</li> <li>a.4. identify and deal with problems arising in own work</li> <li>a.5. coordinate own work</li> <li>a.6. set and work to deadlines</li> <li>a.7. apply workplace health and safety policies in work operations</li> <li>a.8. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with the other appropriate TCF sector production units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures, relevant industrial award</li> <li>a.2. production processes</li> <li>a.3. operating procedures for production machines</li> <li>a.4. characteristics of typical materials and products used in production</li> <li>a.5. quality standards and material/product handling procedures</li> <li>a.6. safety and environmental aspects of relevant production processes</li> <li>a.7. workplace procedures for home-based environments</li> <li>a.8. reporting procedures for factory and home-based environments</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. handle, receive and assemble material/products</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.4. solve problems in own work</li> <li>b.5. interpret and meet work specifications</li> <li>b.6. communicate effectively in a factory and home-based or outside factory environment</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated production situations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, work procedures and client organisation requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. solving problems in own work</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of specified equipment used and work processes</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	2	2	3	3

## LMTPRGN-17A Cut leather by hand

Field: Production

This unit covers the process required to cut leather by hand to enterprise standards.

ELEMENT	PERFORMANCE CRITERIA
1. Set up workstation	<ul style="list-style-type: none"> <li>a. Workstation is set up in accordance with specifications and workplace procedures</li> <li>b. Cutting equipment and/or patterns are selected and prepared in accordance with specified work and sizes, and manufacturer's instructions</li> <li>c. Materials are collected and laid out in accordance with workplace procedures</li> <li>d. Records are kept in accordance with workplace requirements</li> </ul>
2. Assess leather	<ul style="list-style-type: none"> <li>a. The leather is assessed for cutting and any faults identified</li> </ul>
3. Cut leather by hand	<ul style="list-style-type: none"> <li>a. Problems or faults with patterns, knives and cutting boards are recognised and referred for repair or correction</li> <li>b. Cutting knives and patterns are used to gain optimal material utilisation when compared against enterprise standards for quality and usage</li> <li>c. Scars, marks and fault areas of high quality leather are identified and patterns are positioned accordingly</li> <li>d. Patterns are positioned to allow for identified faults</li> <li>e. Pieces are cut considering the nap of suede or other grain or print characteristics of the leather</li> <li>f. Pieces are cut precisely to size and are size colour coded and colour matched</li> </ul>
4. Check finished product	<ul style="list-style-type: none"> <li>a. Finished products are checked against job specifications and enterprise standards</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the cutting of leather by hand</li> <li>b. Competence must be demonstrated in working largely independently and being accountable for own results including:               <ul style="list-style-type: none"> <li>b.1. carrying out assigned tasks</li> <li>b.2. coordinating processes</li> <li>b.3. setting and working to deadlines</li> </ul> </li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in assessing leather and identifying any faults such as scars, marks and fault areas</li> <li>c. Competence must be demonstrated in capacity to achieve maximum yield in relation to quality requirements of the enterprise</li> <li>d. Competence must be demonstrated in cutting pieces or pairs in regard to size and colour</li> <li>e. Leather may include a range of leathers including buffalo, cow, calf, kid, kangaroo, deer, fish, reptiles, emu</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Enterprise standards</li> <li>c. Patterns</li> <li>d. Organisation work procedures</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the cutting of leather by hand</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. plan and coordinate complicated cutting operations</li> <li>a.2. check work against work specifications and enterprise standards</li> <li>a.3. prepare equipment and work prior to commencing operations</li> <li>a.4. apply techniques in over the full range of cutting operations</li> <li>a.5. check work against specifications</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. equipment required for both complicated and uncomplicated cutting operations</li> <li>a.3. cutting board maintenance</li> <li>a.4. leather types, their qualities and principles of cutting</li> <li>a.5. enterprise standards</li> <li>a.6. quality standards and handling procedures</li> <li>a.7. safety and environmental aspects of cutting process</li> <li>a.8. workplace operations and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret work specifications and patterns for complicated operations</li> <li>b.2. handle, receive and cut leather to enterprise standards</li> <li>b.3. match blades to reflect material requirements</li> <li>b.4. identify faults in different types of leather and cut accordingly</li> <li>b.5. rectify redeemable faults</li> <li>b.6. adhere to the quality requirements of the enterprise</li> <li>b.7. maintain accurate work records in accordance with procedures</li> <li>b.8. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.9. meet work specifications</li> <li>b.10. communicate effectively within the workplace</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated leather cutting situations involving complicated operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting work specifications and cutting instructions</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	3	2	1	3	2

**LMTPRGN-18A Grade leather****Field: Production**

**This unit covers the assessment, grading and sorting of leather products to specifications and enterprise standards.**

ELEMENT	PERFORMANCE CRITERIA
1. Assess leather	<ul style="list-style-type: none"><li>a. The sections and quality within a hide are assessed and faults/discrepancies and variance in quality of materials supplied are identified</li><li>b. The leather is assessed for use in production</li><li>c. Leather is checked against specifications</li></ul>
2. Grade skins	<ul style="list-style-type: none"><li>a. Skins are graded according to enterprise grading standards</li><li>b. Each hide is graded according to proportion of defects in relation to whole size</li></ul>
3. Sort skins	<ul style="list-style-type: none"><li>a. Skins are sorted for their suitability for particular styles</li></ul>
4. Calculate allowance	<ul style="list-style-type: none"><li>a. Allowance is calculated to enterprise standard based on available material and product</li><li>b. Leather is matched against work specifications and issued to clicker</li></ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the grading of leather by hand</li> <li>b. Competence must be demonstrated in working largely independently and being accountable for own results including:               <ul style="list-style-type: none"> <li>b.1. carrying out assigned tasks</li> <li>b.2. coordinating processes</li> <li>b.3. setting and working to deadlines</li> </ul> </li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in assessing incoming leather in terms of weight, substance, colour shading stretch and thickness</li> <li>c. Competence must be demonstrated in checking leather for colour, substance, softness, strength, stretch area and thickness</li> <li>d. Competence must be demonstrated in grading in relation to surface, finish, blemishes and substance</li> <li>e. Competence must be demonstrated in sorting skins in regard to size and shape, colour and types of defects</li> <li>f. Calculation of allowance may be made manually or by computer</li> <li>g. Competence must be demonstrated in exercising initiative and judgement</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Enterprise grading standards</li> <li>c. Organisation work procedures</li> <li>d. Organisational or external personnel</li> <li>e. International and national grading standards</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the grading of leather by hand</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. plan and coordinate complicated grading operations</li> <li>a.2. check work against work specifications and enterprise standards</li> <li>a.3. prepare equipment and work prior to commencing operations</li> <li>a.4. apply techniques in over the full range of operations</li> <li>a.5. check work against specifications</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. equipment required for both complicated and uncomplicated grading operations</li> <li>a.3. international and national grading standards</li> <li>a.4. enterprise grading standards</li> <li>a.5. leather types</li> <li>a.6. quality requirements of the enterprise</li> <li>a.7. quality standards and handling procedures</li> <li>a.8. safety and environmental aspects of relevant product assembly processes</li> <li>a.9. workplace operations and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret work specifications for complicated operations</li> <li>b.2. handle, receive and grade leather to work specifications</li> <li>b.3. identify faults/discrepancies</li> <li>b.4. check against specifications</li> <li>b.5. grade and sort skins to enterprise standards</li> <li>b.6. maintain accurate work records in accordance with procedures</li> <li>b.7. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.8. meet work specifications</li> <li>b.9. communicate effectively within the workplace</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated leather grading situations involving complicated operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting work specifications and pressing instructions</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	2	1	2	3

## LMTPLRG-01A Split leather pieces

Field: Production

This unit covers skills required to split leather pieces.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Set up machine	<ul style="list-style-type: none"> <li>a. Position self to achieve operator comfort and to minimise fatigue</li> <li>b. Machines are cleaned and checked in accordance with workplace</li> <li>c. Splitting machine, and associated equipment, is set up, started up, closed down and basic maintenance assessed following standards operating procedures and safety requirements</li> </ul>
3. Perform machine operation	<ul style="list-style-type: none"> <li>a. Correct weights are determined using machine adjustments</li> <li>b. Pieces are positioned on machine, as appropriate</li> <li>c. Matrix pattern is placed on leather piece</li> <li>d. Cut pieces are split to correct weights using machine adjustments, according to workplace procedures</li> <li>e. Weight gauges and micrometer are correctly used</li> <li>f. Finished pieces are checked against specifications</li> </ul>
4. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
5. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Pieces are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves split of leather pieces using a splitting machine</li> <li>b. Competence must be demonstrated in working to defined procedures/methods either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in the use of one or more skiving and/or splitting machines and associated equipment</li> <li>c. Splitting operations involve defined procedures or methods</li> <li>d. Leather pieces used will generally be single pieces and may include leather and synthetics</li> <li>e. Splitting operations involve the use of weight gauges and micrometers</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Bundle tickets</li> <li>b. Organisation work procedures and specifications</li> <li>c. Organisational personnel</li> <li>d. Quality and Australian standards and procedures</li> <li>e. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the splitting of leather by machine</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against ticket information and workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. set up splitting machine and associated equipment</li> <li>a.4. apply splitting machine operation techniques involving defined procedures</li> <li>a.5. check work against specifications</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in association with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. operating procedures for splitting machine</li> <li>a.3. characteristics of a limited range of typical leathers and synthetics used in leather goods production</li> <li>a.4. safety and environmental aspects of relevant production and assembly processes</li> <li>a.5. workplace procedures</li> <li>a.6. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. apply defined procedures</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.4. meet work specifications</li> <li>b.5. communicate effectively within the workplace</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated slitting operations using a machine, including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. completing tasks</li> <li>a.2. applying safety precautions relevant to the task</li> <li>a.3. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
1	1	1	1	1	1	2

## LMTPLRG-02AA Skive leather pieces – 1

Field: Production

This unit covers skills required to skive leather pieces.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Set up machine	<ul style="list-style-type: none"> <li>a. Position self to achieve operator comfort and to minimise fatigue</li> <li>b. Machine is cleaned and checked in accordance with workplace procedures</li> <li>c. Appropriate skiving technique is selected to reflect work specifications</li> <li>d. Skive knife sharpening procedures are followed to manufacturers specifications and in accordance with safety requirements, as appropriate</li> <li>e. Skiving machine, and associated equipment, is set up, started up, closed down and basic maintenance assessed following standards operating procedures and safety requirements</li> </ul>
3. Perform machine operation	<ul style="list-style-type: none"> <li>a. Pieces are positioned on machine, as appropriate</li> <li>b. Skiving machine is operated following standards operating procedures and safety requirements</li> <li>c. Finished product is checked against specifications</li> </ul>
4. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
5. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Pieces are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>



## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the skiving of leather pieces by machine</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in the use of more complex skiving operations</li> <li>c. Judgement is required to determine skiving process required</li> <li>d. Equipment for the skiving operations include knives and associated sharpening procedures</li> <li>e. Materials used include a wide range of leathers and materials</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Bundle tickets</li> <li>b. Organisation work procedures and specifications</li> <li>c. Organisational or external personnel</li> <li>d. Quality and Australian standards and procedures</li> <li>e. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the skiving of leather pieces</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against ticket information and workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply skiving splitting machine operation involving complex techniques</li> <li>a.4. carry out all operations using skiving machines</li> <li>a.5. check work against specifications</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in association with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. operating procedures for skiving machines</li> <li>a.3. characteristics of typical leathers, fabrics, threads and other materials used in leather goods production</li> <li>a.4. quality standards and leather handling procedures</li> <li>a.5. material flaws of leather including veins, growth marks, tick and scars</li> <li>a.6. safety and environmental aspects of relevant production and assembly processes</li> <li>a.7. workplace procedures</li> <li>a.8. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret work specifications and patterns</li> <li>b.2. operate different types of machines and undertake basic maintenance</li> <li>b.3. use a range of materials including quality leather</li> <li>b.4. maintain accurate work records in accordance with procedures</li> <li>b.5. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.6. meet work specifications</li> <li>b.7. communicate effectively within the workplace</li> <li>b.8. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated skiving operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. interpreting work specifications and patterns</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	1	2	2	2

## LMTPLRG-02BA Skive leather pieces – 2

Field: Production

This unit covers skills required to skive leather pieces.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Set up machine	<ul style="list-style-type: none"> <li>a. Position self to achieve operator comfort and to minimise fatigue</li> <li>b. Machine is cleaned and checked in accordance with workplace procedures</li> <li>c. Appropriate skiving technique is selected to reflect work specifications</li> <li>d. Skive knife sharpening procedures are followed to manufacturers specifications and in accordance with safety requirements, as appropriate</li> <li>e. Skiving machine, and associated equipment, is set up, started up, closed down and basic maintenance assessed following standards operating procedures and safety requirements</li> </ul>
3. Perform machine operation	<ul style="list-style-type: none"> <li>a. Pieces are positioned on machine, as appropriate</li> <li>b. Skiving machine is operated following standards operating procedures and safety requirements</li> <li>c. Finished product is checked against specifications</li> </ul>
4. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
5. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Pieces are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the skiving of leather pieces by machine</li> <li>b. Competence must be demonstrated in working largely independently and being accountable for own results including:               <ul style="list-style-type: none"> <li>b.1. carrying out assigned tasks</li> <li>b.2. coordinating processes</li> <li>b.3. setting and working to deadlines</li> </ul> </li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in the use of more complex skiving operations</li> <li>c. Judgement is required to determine skiving process required</li> <li>d. Competence may include to the setting up of machines for product change</li> <li>e. Equipment for the skiving operations includes knives and associated sharpening procedures</li> <li>f. Materials used include a wide range of leathers and materials including exotic leathers and materials</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Bundle tickets</li> <li>b. Organisation work procedures and specifications</li> <li>c. Organisational or external personnel</li> <li>d. Quality and Australian standards and procedures</li> <li>e. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the skiving of leather pieces</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. plan and coordinate operations involved in skiving leather pieces and panels</li> <li>a.2. check work against ticket information and workplace standards</li> <li>a.3. prepare workstation and work prior to commencing operations</li> <li>a.4. set and adjust skiving machines</li> <li>a.5. apply skiving splitting machine operation involving complex techniques which may include use of exotic leathers and materials</li> <li>a.6. carry out all operations using skiving machines</li> <li>a.7. check work against specifications</li> <li>a.8. apply workplace health and safety policies in work operations</li> <li>a.9. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in association with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. operating procedures for skiving machines</li> <li>a.3. characteristics of typical and exotic leathers and synthetics and other materials used in leather goods production</li> <li>a.4. quality standards and leather handling procedures</li> <li>a.5. procedures to set and adjust skiving machines</li> <li>a.6. material flaws of leather including veins, growth marks, tick and scars</li> <li>a.7. safety and environmental aspects of relevant production and assembly processes</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret work specifications and patterns</li> <li>b.2. operate different types of machines and undertake basic maintenance</li> <li>b.3. use a range of materials including quality leather</li> <li>b.4. maintain accurate work records in accordance with procedures</li> <li>b.5. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.6. meet work specifications</li> <li>b.7. communicate effectively within the workplace</li> <li>b.8. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated skiving operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting work specifications</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	3	2	2	3	2

## LMTPLRG-03AA Cut by machine – 1

Field: Production

This unit covers the preparation activities, selection of materials and cutting of materials by machine to specifications/enterprise standards.

ELEMENT	PERFORMANCE CRITERIA
1. Set up workstation	<ul style="list-style-type: none"> <li>a. Workstation is set up in accordance with specifications and workplace procedures</li> <li>b. Cutting equipment is prepared in accordance with manufacturer's instructions</li> <li>c. Tools and cutting equipment are selected as appropriate to job allocation, checked and appropriate action is taken in case of wear and tear, especially in relation to knives and boards</li> <li>d. Records are kept in accordance with workplace requirements</li> </ul>
2. Assess materials	<ul style="list-style-type: none"> <li>a. The material is correctly assessed against specification and best clicking approach is determined</li> <li>b. Materials are laid-up correctly for single or upper multiple cutting according to enterprise standards</li> <li>c. Work ticket is interpreted</li> <li>d. Cut pieces are correctly sized, marked and counted using colour coding or enterprise identification systems</li> <li>e. Cut pieces are stamped according to work ticket and to enterprise specifications</li> <li>f. Materials are sorted according to colour and shade and other specifications</li> <li>g. Materials are checked in relation to directional stretch and strength to determine best clicking approach</li> </ul>
3. Operate machine	<ul style="list-style-type: none"> <li>a. Machines are started up or closed down following enterprise operator procedures and relevant safety regulations</li> <li>b. Cutting board is regularly cleaned, turned and maintained</li> <li>c. Striker plate is regularly checked for distortion and damage and irregularities reported</li> <li>d. Carry out minor machine maintenance in accordance with workplace practices</li> </ul>
4. Cut materials	<ul style="list-style-type: none"> <li>a. Clicking knives are selected according to job specifications and size requirements and used with safety and pressures on press are adjusted to knife sizes and shapes</li> <li>b. Problems or faults with press, patterns, knives and cutting boards are recognised and referred for repair or correction</li> <li>c. Work ticket specifications are followed according to pieces and/or pairs</li> <li>d. Clicking knives and patterns are used to gain optimal material utilisation when compared against enterprise standards</li> <li>e. Faults are identified and patterns positioned accordingly</li> <li>f. Parts are cut to enterprise quality standards in relation to material flaws</li> <li>g. Pieces are selected, colour or grain matched to enterprise quality standards</li> <li>h. Pieces, panels are cut to achieve best yield according to appropriate allowance</li> <li>i. Distortions and defects on press cutting boards are identified and appropriate action taken</li> </ul>
5. Check finished product	<ul style="list-style-type: none"> <li>a. Check finished product against enterprise quality standards</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the selection of materials and machine cutting to specifications and enterprise standards</li> <li>b. Competence must be demonstrated in working to defined procedures/methods either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competency must be demonstrated in one or a limited range of machines to cut materials, in accordance with enterprise requirements and workplace procedures</li> <li>c. Machines include the swing beam press, the travelling head press, full beam press and automated presses</li> <li>d. Materials may include suede, suede split, PU coated splits, PU coated non-woven fabrics, corrected grains and leather linings</li> <li>e. Leathers may include buffalo, cow, calf, kid, deer, kangaroo, fish, reptiles, emu</li> <li>f. Pieces to be cut are generally single and/or simple pieces</li> <li>g. Competency must be demonstrated in basic machine maintenance</li> <li>h. Competence must be demonstrated in assessing, identifying faults and cutting high quality leather to optimise usage</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work ticket specifications</li> <li>b. Enterprise standards</li> <li>c. Simple patterns</li> <li>d. Organisational work procedures and specifications</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the assessment and cutting of materials by machine</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against work specification or workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply basic cutting techniques on simple pieces/pairs</li> <li>a.4. apply workplace health and safety policies in work operations</li> <li>a.5. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. range of fabrics and general qualities of leather</li> <li>a.3. relevant machines</li> <li>a.4. quality standards and handling procedures</li> <li>a.5. safety and environmental aspects of relevant product assembly processes</li> <li>a.6. workplace procedures</li> <li>a.7. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. operate machines</li> <li>b.2. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.3. undertake basic maintenance of machines</li> <li>b.4. interpret work specifications and patterns</li> <li>b.5. maintain accurate work records in accordance with procedures</li> <li>b.6. meet work specifications</li> <li>b.7. communicate effectively within the workplace</li> <li>b.8. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated machine cutting situations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	1	1	1	1	1	1



## LMTPLRG-03BA Cut by machine – 2

Field: Production

This unit covers the preparation activities, selection of materials and cutting of materials by machine to specifications/enterprise standards.

ELEMENT	PERFORMANCE CRITERIA
1. Set up workstation	<ul style="list-style-type: none"> <li>a. Workstation is set up in accordance with specifications and workplace procedures</li> <li>b. Cutting equipment is prepared in accordance with manufacturer's instructions</li> <li>c. Tools and cutting equipment are selected as appropriate to job allocation, checked and appropriate action is taken in case of wear and tear, especially in relation to knives and boards</li> <li>d. Records are kept in accordance with workplace requirements</li> </ul>
2. Assess materials	<ul style="list-style-type: none"> <li>a. The material is correctly assessed against specification and best clicking approach is determined</li> <li>b. Materials are laid-up correctly for single or upper multiple cutting according to enterprise standards</li> <li>c. Work ticket is interpreted</li> <li>d. Cut pieces are correctly sized, marked and counted using colour coding or enterprise identification systems</li> <li>e. Cut pieces are stamped according to work ticket and to enterprise specifications</li> <li>f. Materials are sorted according to colour and shade and other specifications</li> <li>g. Materials are checked in relation to directional stretch and strength to determine best clicking approach</li> </ul>
3. Operate machine	<ul style="list-style-type: none"> <li>a. Machines are started up or closed down following enterprise operator procedures and relevant safety regulations</li> <li>b. Cutting board is regularly cleaned, turned and maintained</li> <li>c. Striker plate is regularly checked for distortion and damage and irregularities reported</li> <li>d. Carry out minor machine maintenance in accordance with workplace practices</li> </ul>
4. Cut materials	<ul style="list-style-type: none"> <li>a. Clicking knives are selected according to job specifications and size requirements and used with safety and pressures on press are adjusted to knife sizes and shapes</li> <li>b. Problems or faults with press, patterns, knives and cutting boards are recognised and referred for repair or correction</li> <li>c. Work ticket specifications are followed according to pairs and pieces</li> <li>d. Clicking knives and patterns are used to gain optimal material utilisation when compared against enterprise standards</li> <li>e. Faults are identified and patterns positioned accordingly</li> <li>f. Parts are cut to enterprise quality standards in relation to material flaws</li> <li>g. Pieces, panels are selected, colour or grain matched to enterprise quality standards</li> <li>h. Pieces, panels are cut/clicked to achieve best yield according to appropriate allowance</li> <li>i. Distortions and defects on press cutting boards are identified and appropriate action taken</li> </ul>
5. Check finished product	<ul style="list-style-type: none"> <li>a. Check finished product against enterprise quality standards</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the selection of materials and machine cutting to specifications and enterprise standards</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competency must be demonstrated in the assessment of synthetics, fabrics and high quality leather for cutting in accordance with work tickets</li> <li>c. Materials may include suede, suede split, PU coated splits, PU coated non-woven fabrics, corrected grains and leather linings</li> <li>d. Leathers may include buffalo, cow, calf, kid, deer, kangaroo, fish, reptiles, emu</li> <li>e. Competency must be demonstrated in using machines to cut materials, in accordance with enterprise requirements and workplace procedures</li> <li>f. Machines include the swing beam press, the travelling head press, full beam press and automated presses</li> <li>g. Competency must be demonstrated in basic machine maintenance</li> <li>h. Competence must be demonstrated in assessing, identifying faults and cutting high quality leather to optimise usage</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work ticket specifications</li> <li>b. Enterprise standards</li> <li>c. Patterns</li> <li>d. Organisational work procedures and specifications</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the assessment and cutting of materials by machine</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against work specification or workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply techniques over the range of options for operations and/or machines</li> <li>a.4. apply workplace health and safety policies in work operations</li> <li>a.5. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. range of fabrics and their directional strength and stretch</li> <li>a.3. relevant machines</li> <li>a.4. qualities of leather and how to obtain maximum yield</li> <li>a.5. material flaws of high quality leather, including veins, growth marks, ticks and scars</li> <li>a.6. quality standards and handling procedures</li> <li>a.7. safety and environmental aspects of relevant product assembly processes</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. assess different qualities and types of materials</li> <li>b.2. operate different types of machines</li> <li>b.3. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.4. undertake basic maintenance of machines</li> <li>b.5. interpret work specifications and patterns</li> <li>b.6. maintain accurate work records in accordance with procedures</li> <li>b.7. meet work specifications</li> <li>b.8. communicate effectively within the workplace</li> <li>b.9. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated machine cutting situations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	1	2	2	1	2	2

## LMTPLRG-03CA Cut by machine – 3

Field: Production

This unit covers the preparation activities, selection of materials and cutting of materials by machine to specifications/enterprise standards.

ELEMENT	PERFORMANCE CRITERIA
1. Set up workstation	<ul style="list-style-type: none"> <li>a. Workstation is set up in accordance with specifications and workplace procedures</li> <li>b. Cutting equipment is prepared in accordance with manufacturer's instructions</li> <li>c. Tools and cutting equipment are selected as appropriate to job allocation, checked and appropriate action is taken in case of wear and tear, especially in relation to knives and boards</li> <li>d. Records are kept in accordance with workplace requirements</li> </ul>
2. Assess materials	<ul style="list-style-type: none"> <li>a. The material is correctly assessed against specification and best clicking approach is determined</li> <li>b. Materials are laid-up correctly for single or upper multiple cutting according to enterprise standards</li> <li>c. Work ticket is interpreted. Cut pieces are correctly sized, marked and counted using colour coding or enterprise identification systems</li> <li>d. Cut pieces are stamped according to work ticket and to enterprise specifications</li> <li>e. Materials are sorted according to colour and shade and other specifications</li> <li>f. Materials are checked in relation to directional stretch and strength to determine best clicking approach</li> </ul>
3. Operate machine	<ul style="list-style-type: none"> <li>a. Machines are started up or closed down following enterprise operator procedures and relevant safety regulations</li> <li>b. Cutting board is regularly cleaned, turned and maintained</li> <li>c. Striker plate is regularly checked for distortion and damage and irregularities reported</li> <li>d. Carry out minor machine maintenance in accordance with workplace practices</li> </ul>
4. Cut materials	<ul style="list-style-type: none"> <li>a. Clicking knives are selected according to job specifications and size requirements and used with safety and pressures on press are adjusted to knife sizes and shapes</li> <li>b. Problems or faults with press, patterns, knives and cutting boards are recognised and referred for repair or correction</li> <li>c. Work ticket specifications are followed according to pairs and pieces</li> <li>d. Clicking knives and patterns are used to gain optimal material utilisation when compared against enterprise standards</li> <li>e. Faults are identified and patterns positioned accordingly</li> <li>f. Parts are cut to enterprise quality standards in relation to material flaws</li> <li>g. Pieces or panels are selected, colour or grain matched to enterprise quality standards</li> <li>h. Pieces or panels are cut/clicked to achieve best yield according to appropriate allowance</li> <li>i. Distortions and defects on press cutting boards are identified and appropriate action taken</li> </ul>
5. Check finished product	<ul style="list-style-type: none"> <li>a. Check finished product against enterprise quality standards</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the selection of materials and machine cutting to specifications and enterprise standards</li> <li>b. Competence must be demonstrated in working largely independently and being accountable for own results including:               <ul style="list-style-type: none"> <li>b.1. carrying out assigned tasks</li> <li>b.2. coordinating processes</li> <li>b.3. setting and working to deadlines</li> </ul> </li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competency must be demonstrated in the assessment of synthetics, fabrics and high quality leather for cutting in accordance with work tickets</li> <li>c. Materials may include suede, suede split, PU coated splits, PU coated non-woven fabrics, corrected grains and leather linings</li> <li>d. Leathers may include buffalo, cow, calf, kid, deer, kangaroo, fish, reptiles, emu</li> <li>e. Competency must be demonstrated in using machines to cut materials in accordance with enterprise requirements and workplace procedures</li> <li>f. Machines include the swing beam press, the travelling head press, full beam press and automated presses</li> <li>g. Competency must be demonstrated in basic machine maintenance</li> <li>h. Competency must be demonstrated in assessing, identifying faults and cutting high quality leather to optimise usage</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work ticket specifications</li> <li>b. Enterprise standards</li> <li>c. Patterns</li> <li>d. Organisation work procedures and specifications</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the cutting of materials by machine</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. plan and coordinate the operations involved in the cutting of materials by machine</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply advanced cutting techniques to the synthetics/fabrics and high grade leather</li> <li>a.4. carry out all operations using the required cutting machines</li> <li>a.5. check work against specifications</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. range of synthetics/fabrics and high quality leather</li> <li>a.3. relevant cutting machines</li> <li>a.4. qualities of leather and how to obtain maximum yield</li> <li>a.5. material flaws of high quality leather including veins, growth marks, ticks and scars</li> <li>a.6. quality standards and handling procedures</li> <li>a.7. safety and environmental aspects of relevant product assembly processes</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret work specifications and patterns</li> <li>b.2. plan and coordinate machine operations</li> <li>b.3. operate different types of machines and undertake basic maintenance</li> <li>b.4. use a range of materials including high quality leather</li> <li>b.5. maintain accurate work records in accordance with procedures</li> <li>b.6. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.7. meet work specifications</li> <li>b.8. communicate effectively within the workplace</li> <li>b.9. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated machine cutting situations including areas, materials, equipment, and information on work specifications/patterns, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting work specifications and patterns</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	2	2	1	2	2

## LMTPLRG-04AA Sew leather by machine – 1

Field: Production

This unit covers the machine sewing of pieces using basic techniques.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures including quality checks</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedure</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Workbench and seating are set up to achieve operator comfort and to minimise fatigue</li> <li>b. Machines are cleaned and checked in accordance with workplace procedures</li> <li>c. Records are kept in accordance with workplace requirements</li> </ul>
3. Set up machine	<ul style="list-style-type: none"> <li>a. Machine is set up and adjusted in accordance with manufacturers' instructions, workplace requirements and specifications for the work</li> <li>b. Threads are selected according to specifications</li> <li>c. Needle types, attachments and/or parts are checked and worn needles and/or parts are changed as necessary</li> <li>d. Stitch length is set and tested against specifications</li> <li>e. Tension is set according to specifications</li> <li>f. Machine is tested for correct operations</li> </ul>
4. Perform machine sewing	<ul style="list-style-type: none"> <li>a. Pieces are selected according to size, colour and style</li> <li>b. Materials are accurately positioned to achieve required specifications, including quality and to minimise stretch</li> <li>c. Seams are machined to achieve specified results</li> <li>d. Trimming of threads occurs as required</li> </ul>
5. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
6. Conduct final quality check for operations	<ul style="list-style-type: none"> <li>a. Final product is checked to ensure enterprise quality requirements are met</li> <li>b. Production faults are dealt with in accordance with workplace procedures</li> </ul>
7. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Component parts are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the machining sewing of pieces using defined procedures/methods</li> <li>b. Competence must be demonstrated in working to defined procedures/methods either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Machine operations may include basic techniques requiring some work positioning but where ultimate precision is assisted by machine guide or work marker:</li> <li>c. Competence must be demonstrated in the execution of at least one type of operation and one type of machine</li> <li>d. Machines range from plain machines to computerised stitching machines</li> <li>e. Operations include basic techniques involving the sewing of single pieces</li> <li>f. Competency must be demonstrated in maintaining the machines in accordance with workplace procedures</li> <li>g. Materials include leather or vinyl, pigskin, suede, cotton and other materials</li> </ul>
3. Sources of information/document may include	<ul style="list-style-type: none"> <li>a. Enterprise specifications</li> <li>b. Manufacturer's instructions</li> <li>c. Organisation work procedures and specifications</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to sewing of pieces and panels</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against ticket information and workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply basic machining techniques over a limited range of operations</li> <li>a.4. operate at least one type of machine where positioning of the work may be controlled by machine guides or work markers</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. assembly processes and machines requiring the positioning, feeding and handling of work pieces</li> <li>a.3. operating procedures for one or a limited range of machines</li> <li>a.4. characteristics of typical fabrics, threads and other materials used</li> <li>a.5. quality standards and handling procedures</li> <li>a.6. safety and environmental aspects of relevant assembly processes</li> <li>a.7. workplace procedures</li> <li>a.8. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. handle and receive pieces</li> <li>b.2. interpret work specifications</li> <li>b.3. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.4. operate one or a limited range of machines</li> <li>b.5. maintain accurate work records in accordance with procedures</li> <li>b.6. meet work specifications</li> <li>b.7. communicate effectively within the workplace</li> <li>b.8. apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated machining situations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
1	1	1	1	1	1	1

## LMTPLRG-04BA Sew leather by machine – 2

Field: Production

This unit covers the machine sewing of leather using a range of machines and/or techniques

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures including quality checks</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedure</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Workbench and seating are set up to achieve operator comfort and to minimise fatigue</li> <li>b. Machines are cleaned and checked in accordance with workplace procedures</li> <li>c. Records are kept in accordance with workplace requirements</li> </ul>
3. Set up machine	<ul style="list-style-type: none"> <li>a. Machine is set up and adjusted in accordance with manufacturers' instructions, workplace requirements and specifications for the work</li> <li>b. Threads are selected according to specifications</li> <li>c. Needle types, attachments and/or parts are checked and worn needles and/or parts are changed as necessary</li> <li>d. Stitch length is set and tested against specifications</li> <li>e. Tension is set according to specifications</li> <li>f. Machine is tested for correct operations</li> </ul>
4. Perform machine sewing	<ul style="list-style-type: none"> <li>a. Pieces are selected according to size, colour and style</li> <li>b. Materials are accurately positioned to achieve required specifications, including quality and to minimise stretch</li> <li>c. Seams are machined to achieve specified results</li> <li>d. Trimming of threads occurs as required</li> </ul>
5. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
6. Conduct final quality check for operations	<ul style="list-style-type: none"> <li>a. Final product is checked to ensure enterprise quality requirements are met</li> <li>b. Production faults are dealt with in accordance with workplace procedures</li> </ul>
7. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Uppers and component parts are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the machining of the pieces including complex operations, or a series of different operations or operations involving a variety of machine types</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Complexity of operations – machine operations may include either:               <ul style="list-style-type: none"> <li>b.1. the use of single machines for advance material manipulations and demonstrated stopping of the end product in situations involving the handling and alignment of sections, complexity in the combining of parts, frequent variation of materials; or</li> <li>b.2. the use of multiple machines and/or operations in the positioning, feeding and handling of work pieces involving directional changes, contouring or critical stopping points, the special handling skills required to accommodate material variations</li> </ul> </li> <li>c. Competence must be demonstrated in the execution of:               <ul style="list-style-type: none"> <li>c.1. at least one type of operation on a single machine involving advance material manipulations and the handling and alignment of sections of complex products; or</li> <li>c.2. multiple operations of a single machine requiring the positioning, feeding, and handling of work pieces involving directional changes, contouring or critical stopping points or involving special handling skills required to accommodate material variations; or</li> <li>c.3. one type of operation for at least three different types of machines requiring the positioning, feeding, and handling of work pieces involving directional changes, contouring or critical stopping points or involving the special handling skills required to accommodate material variations</li> </ul> </li> <li>d. Machines range from plain machines to computerised stitching machines</li> <li>e. Operations may include straight or contour stitching, including lining stitching, back seaming, zigzagging, binding, bar tacking, computer stitching and overlocking</li> <li>f. Competency must be demonstrated in maintaining the machines in accordance with workplace procedures</li> <li>g. Materials include leather or vinyl, pigskin, suede, cotton and other materials</li> </ul>
3. Sources of information/document may include	<ul style="list-style-type: none"> <li>a. Enterprise specifications</li> <li>b. Enterprise standards</li> <li>c. Manufacturer's instructions</li> <li>d. Organisation work procedures and specifications</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to machining of leather and/or material pieces</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. check work against ticket information and workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply complex machining techniques over the range of options for operations and/or machines indicated in the range of variables</li> <li>a.4. apply workplace health and safety policies in work operations</li> <li>a.5. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. assembly processes and machines requiring the positioning, feeding and handling of work pieces involving directional changes, contouring or critical stopping points or involving the special handling skills need to accommodate leather and material changes</li> <li>a.3. operating procedures for a range of machines</li> <li>a.4. characteristics of typical fabrics, threads and other materials used</li> <li>a.5. quality standards and handling procedures</li> <li>a.6. safety and environmental aspects of relevant assembly processes</li> <li>a.7. workplace procedures</li> <li>a.8. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. handle, receive and assemble uppers</li> <li>b.2. interpret work specifications</li> <li>b.3. carry out advanced leather manipulations</li> <li>b.4. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.5. operate a range of machines</li> <li>b.6. maintain accurate work records in accordance with procedures</li> <li>b.7. meet work specifications</li> <li>b.8. communicate effectively within the workplace</li> <li>b.9. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated machining situations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	1	2	2	2	3	2

## LMTPLRG-04CA Sew leather by machine – 3

Field: Production

This unit covers the machine sewing of leather and material required for the assembly of complex whole products.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures including quality checks</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedure</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Workbench and seating are set up to achieve operator comfort and to minimise fatigue</li> <li>b. Machines are cleaned and checked in accordance with workplace procedures</li> <li>c. Records are kept in accordance with workplace requirements</li> </ul>
3. Set up machine	<ul style="list-style-type: none"> <li>a. Machine is set up and adjusted in accordance with manufacturers' instructions, workplace requirements and specifications for the work</li> <li>b. Threads are selected according to specifications</li> <li>c. Needle types, attachments and/or parts are checked and worn needles and/or parts are changed as necessary</li> <li>d. Stitch length is set and tested against specifications</li> <li>e. Tension is set according to specifications</li> <li>f. Machine is tested for correct operations</li> </ul>
4. Perform machine sewing	<ul style="list-style-type: none"> <li>a. Pieces are selected according to size, colour and style</li> <li>b. Materials are accurately positioned to achieve required specifications, including quality and to minimise stretch</li> <li>c. Seams are machined to achieve specifies results</li> <li>d. Trimming of threads occurs as required</li> </ul>
5. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
6. Conduct final quality check for operations	<ul style="list-style-type: none"> <li>a. Final product is checked to ensure enterprise quality requirements are met</li> <li>b. Production faults are dealt with in accordance with workplace procedures</li> </ul>
7. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Uppers and component parts are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the machining of the upper using a range of machines and advanced techniques to assemble whole products</li> <li>b. Competence must be demonstrated in working largely independently and being accountable for own results including:               <ul style="list-style-type: none"> <li>b.1. carrying out assigned tasks</li> <li>b.2. coordinating processes</li> <li>b.3. setting and working to deadlines</li> </ul> </li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competency must be demonstrated in the use of a range of machines and advanced techniques involving operator dexterity and accuracy in regard to positioning and guiding of work</li> <li>c. Sewing machine operations may include those involved in the production of a whole product from written specifications and/or patterns. This may include assembling of the whole product, sample matching involving all operations in the assembly of the whole product, any and all of the operations required to complete a complex whole product to specification</li> <li>d. Machines may include flat machine, twin needle and machines used to perform decorative stitching, post and under trimming machines, cylinder arm machines, computerised machines or other heavy duty machines</li> <li>e. Competency must be demonstrated in a range of operations which may include lining stitching, back seaming, zigzagging, binding, bar tacking, computer stitching and overlocking</li> <li>f. Operations may include piping and gussets to join panels, and the advanced techniques to complete the operation and/or product including decorative stitching</li> <li>g. Competency must be demonstrated in maintaining the machines in accordance with workplace procedures</li> <li>h. Adjusting of machines and alteration of computer programming</li> <li>i. Materials include leather, or vinyl, pigskin, suede, cotton and other materials</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Enterprise specifications</li> <li>b. Enterprise standards</li> <li>c. Manufacturer's instructions</li> <li>d. Organisation work procedures and specifications</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the machining of uppers</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. plan and coordinate the operations involved in the construction of a complex products</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply advanced techniques to the construction of a complex whole product</li> <li>a.4. carry out all operations using machines required for the construction of a complex whole product</li> <li>a.5. check work against specifications and/or patterns</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. assembly processes and machines involved in the construction of a complex whole product</li> <li>a.3. operating procedures for a range of machines</li> <li>a.4. characteristics of typical leathers, fabrics, threads and other materials used</li> <li>a.5. quality standards and handling procedures</li> <li>a.6. safety and environmental aspects of relevant assembly processes</li> <li>a.7. workplace procedures</li> <li>a.8. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret work specifications</li> <li>b.2. plan and coordinate operations involved in the construction of a complex whole product</li> <li>b.3. handle, receive and assemble leather pieces</li> <li>b.4. operate a range of machines</li> <li>b.5. maintain accurate work records in accordance with procedures</li> <li>b.6. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.7. meet work specifications</li> <li>b.8. communicate effectively within the workplace</li> <li>b.9. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated complex whole product assembly situations including areas, materials, equipment, and information on work specifications/patterns, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting work specifications</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	3	2	2	3	3

## LMTPLRG-05AA Sew by hand – 1

Field: Production

This unit covers the skills required to sew panels or pieces of leather by hand.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Pieces are received, checked and any follow up action assessed in accordance with workplace procedures including quality checks</li> <li>b. Quality of received component parts or pieces is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Workbench and seating are set up to achieve operator comfort and to minimise fatigue</li> <li>b. Records are kept in accordance with workplace requirements</li> <li>c. Threads are selected according to specifications</li> <li>d. Needle types are checked and changed as necessary</li> <li>e. Stitch length and tension are determined according to manufacturing schedule</li> </ul>
3. Perform hand sewing	<ul style="list-style-type: none"> <li>a. Pieces are selected according to size, colour and style</li> <li>b. Seams are hand sewn to achieve specified results and quality expectations</li> <li>c. Trimming of threads occurs as required</li> <li>d. Products are reinforced according to style, as required</li> </ul>
4. Perform manual decorative hand stitching	<ul style="list-style-type: none"> <li>a. Decorative hand stitching is performed as required in accordance with specifications</li> </ul>
5. Conduct final quality check	<ul style="list-style-type: none"> <li>a. Final quality check is assessed for hand sewing operation</li> </ul>
6. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Completed component parts, panels or pieces are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>



## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves hand sewing of leather pieces and panels involving a range of techniques</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment and practices may include	<ul style="list-style-type: none"> <li>a. Work undertaken in accordance with established procedures on a range of leather pieces</li> <li>b. Stitching of seams, reinforcements, general repairs and new work</li> <li>c. Use of various needles and threads on a variety of materials</li> <li>d. Application of a variety of stitches</li> <li>e. Selection of needles and thread to suit the material being sewn, type of stitch and nature of service the product is to perform</li> <li>f. Normal operator maintenance of needles and associated hand tools</li> <li>g. Decorative stitching can include fancy and mock stitching, cable stitching, glove stitching, and top stitching</li> <li>h. Completion of job and product records and other relevant documentation</li> <li>i. Interaction with other workplace personnel</li> </ul>
3. Sources of information and documents may include	<ul style="list-style-type: none"> <li>a. Manufacturers' specifications and instructions regarding application of materials and threads</li> <li>b. Enterprise work orders and instructions</li> <li>c. Industry codes and symbols</li> <li>d. Australian and enterprise quality standards and procedures</li> <li>e. Product change policies and procedures</li> <li>f. Enterprise or external personnel</li> <li>g. Work scheduling documentation</li> <li>h. Job procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the hand sewing of leather pieces and panels</li> <li>b. Standard work practices including the safe use of needles and associated tools and the storage, safe handling and disposal of needles and materials associated with hand sewing</li> <li>c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures</li> <li>d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes</li> <li>e. Quality requirements determined by customer, enterprise, and application of Australian and international standards</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise</li> <li>h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>h.1. workplace agreements and awards</li> <li>h.2. Federal or State/Territory legislation</li> </ul> </li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. comply with all relevant safety requirements including safe use of needles and associated tools</li> <li>a.2. interpret work orders</li> <li>a.3. interpret specifications of needles, threads and materials used in the hand sewing process</li> <li>a.4. prepare and set up material for hand sewing</li> <li>a.5. perform hand sewing process</li> <li>a.6. inspect completed work and determine any rectification necessary</li> <li>a.7. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently</li> <li>a.8. document and communicate work related information including reporting of faults and other problems</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. precautions and safe working practices based on relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. hazards associated with hand sewing process</li> <li>a.3. hand sewing principles and techniques including various types of stitches used</li> <li>a.4. the range of needles, threads and associated tools used in hand sewing and their appropriateness for particular applications</li> <li>a.5. materials specifications and material sewing characteristics</li> <li>a.6. relevant quality standards hand sewing</li> <li>a.7. safety and environmental requirements of relevant industry and enterprise procedures</li> <li>a.8. general housekeeping policies and procedures</li> <li>a.9. recording and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret and apply work instructions and established procedures</li> <li>b.2. locate and interpret technical information about needles, threads and materials</li> <li>b.3. perform various types of stitches</li> <li>b.4. maintain work area</li> <li>b.5. apply all relevant safety practices</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. document and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>b. Access is required to real or appropriately simulated situations involving hand sewing of leather pieces or panels</li> <li>c. Access is required to specifications of materials, needles and threads, and information on relevant safety procedures, enterprise procedures, and quality standards</li> <li>d. Access is required to all necessary facilities, materials, needles, threads and tools associated with the hand sewing process</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing procedures and consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying problems and faults</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. security procedures</li> <li>b.5. waste, pollution and recycling management procedures</li> </ul> </li> <li>c. Actions are implemented promptly and accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work is completed systematically with attention to detail without damage to products, equipment or personnel</li> <li>f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of hand stitching applications</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>e. Assessment may occur on the job or in an industry approved simulated environment</li> <li>f. Competence should be demonstrated with a range of typical industry products and materials</li> <li>g. Competency in this unit should be assessed in a holistic manner</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	1	2	2	1

## LMTPLRG-05BA Sew by hand – 2

Field: Production

This unit covers the skills required to hand sew panels or pieces of leather in the construction of whole products.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Pieces are received, checked and any follow up action assessed in accordance with workplace procedures including quality checks</li> <li>b. Quality of received component parts or pieces is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Workbench and seating are set up to achieve operator comfort and to minimise fatigue</li> <li>b. Records are kept in accordance with workplace requirements</li> <li>c. Threads are selected according to specifications</li> <li>d. Needle types are checked and changed as necessary</li> <li>e. Stitch length and tension are determined according to manufacturing schedule</li> </ul>
3. Perform hand sewing	<ul style="list-style-type: none"> <li>a. Pieces are selected according to size, colour and style</li> <li>b. Seams are hand sewn to achieve specified results and quality expectations</li> <li>c. Trimming of threads occurs as required</li> <li>d. Products are reinforced according to style, as required</li> </ul>
4. Perform manual decorative hand stitching	<ul style="list-style-type: none"> <li>a. Decorative hand stitching is performed as required in accordance with specifications</li> </ul>
5. Conduct final quality check for operation	<ul style="list-style-type: none"> <li>a. Final quality check is assessed for hand sewing operation</li> </ul>
6. Dispatch completed work	<ul style="list-style-type: none"> <li>b. Completed component parts, panels or pieces are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>c. Production faults are recorded as required</li> <li>d. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves hand sewing of leather pieces and panels involving the construction of whole products or components</li> <li>b. Competence must be demonstrated in working largely independently and being accountable for own results including carrying out assigned tasks, coordinating processes, and setting and working to deadlines</li> <li>c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment and practices may include	<ul style="list-style-type: none"> <li>a. Work undertaken in accordance with established procedures on a range of leather pieces</li> <li>b. Stitching of seams, reinforcements, general repairs and new work</li> <li>c. Use of various needles and threads on a variety of materials</li> <li>d. Application of a wide variety of stitches and styles, including sewing of complex shapes and contours</li> <li>e. Selection of needles and thread to suit the material being sewn, type of stitch and nature of service the product is to perform</li> <li>f. Normal operator maintenance of needles and associated hand tools</li> <li>g. Decorative stitching can include fancy and mock stitching, cable stitching, glove stitching, and top stitching</li> <li>h. Completion of job and product records and other relevant documentation</li> <li>i. Interaction with other workplace personnel</li> </ul>
3. Sources of information and documents may include	<ul style="list-style-type: none"> <li>a. Manufacturers' specifications and instructions regarding application of materials and threads</li> <li>b. Enterprise work orders and instructions</li> <li>c. Industry codes and symbols</li> <li>d. Australian and enterprise quality standards and procedures</li> <li>e. Product change policies and procedures</li> <li>f. Enterprise or external personnel</li> <li>g. Work scheduling documentation</li> <li>h. Job procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the hand sewing of leather pieces and panels</li> <li>b. Standard work practices including the safe use of needles and associated tools and the storage, safe handling and disposal of needles and materials associated with hand sewing</li> <li>c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures</li> <li>d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes</li> <li>e. Quality requirements determined by customer, enterprise, and application of Australian and international standards</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise</li> <li>h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>h.1. workplace agreements and awards</li> <li>h.2. Federal or State/Territory legislation</li> </ul> </li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. comply with all relevant safety requirements including safe use needles and associated tools</li> <li>a.2. plan and coordinate operations involved in the hand sewing of leather pieces and panels including the assembly of whole products/components</li> <li>a.3. interpret specifications of needles, threads and materials used in the hand sewing process</li> <li>a.4. prepare and set up material for hand sewing</li> <li>a.5. perform advanced hand sewing process</li> <li>a.6. inspect completed work and determine any rectification necessary</li> <li>a.7. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently</li> <li>a.8. document and communicate work related information including reporting of faults and other problems</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. precautions and safe working practices based on relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. hazards associated with hand sewing process</li> <li>a.3. hand sewing principles and techniques including various types of stitches used</li> <li>a.4. the range of needles, threads and associated tools used in hand sewing and their appropriateness for particular applications</li> <li>a.5. materials specifications and material sewing characteristics</li> <li>a.6. relevant quality standards hand sewing</li> <li>a.7. safety and environmental requirements of relevant industry and enterprise procedures</li> <li>a.8. general housekeeping policies and procedures</li> <li>a.9. recording and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret and apply work instructions and established procedures</li> <li>b.2. locate and interpret technical information about needles, threads and materials</li> <li>b.3. perform various types of stitches</li> <li>b.4. maintain work area</li> <li>b.5. apply all relevant safety practices</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. document and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>b. Access is required to real or appropriately simulated situations involving hand sewing of leather pieces or panels</li> <li>c. Access is required to specifications of materials, needles and threads, and information on relevant safety procedures, enterprise procedures, and quality standards</li> <li>d. Access is required to all necessary facilities, materials, needles, threads and tools associated with the hand sewing process</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. describing procedures and consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying problems and faults</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. security procedures</li> <li>b.5. waste, pollution and recycling management procedures</li> </ul> </li> <li>c. Actions are implemented promptly and accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work is completed systematically with attention to detail without damage to products, equipment or personnel</li> <li>f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of hand stitching applications</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>e. Assessment may occur on the job or in an industry approved simulated environment</li> <li>f. Competence should be demonstrated with a range of typical industry products and materials</li> <li>g. Competency in this unit should be assessed in a holistic manner</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	3	2	2	3	2

## LMTPLRG-06AA Perform table work – 1

Field: Production

This unit covers skills to make leather components and products using table production processes.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Position self to achieve operator comfort and to minimise fatigue</li> <li>b. Tools are cleaned and checked in accordance with workplace procedures</li> <li>c. Records are kept in accordance with workplace requirements</li> </ul>
3. Carry out bench work activities	<ul style="list-style-type: none"> <li>a. Folding and turning operations are performed to specifications</li> <li>b. Parts, panels and pieces are joined, as required</li> <li>c. Adhesives are used safely and to achieve specifications</li> <li>d. Other basic table work operations including punching, riveting and the application of studs are performed according to style and to achieve quality requirements, as required</li> </ul>
4. Finish work	<ul style="list-style-type: none"> <li>a. Finishing operations are performed in accordance with workplace procedures</li> <li>b. Components/products are checked against specifications</li> <li>c. Faults are reported and/or returned for rework or repair in accordance with company procedures and quality measures</li> </ul>
5. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Component/products are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assembly of leather goods using table-based production processes</li> <li>b. Competence must be demonstrated in working to defined procedures/methods either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in largely manual processes, while working under supervision</li> <li>c. A range of leathers and materials may be used</li> <li>d. Hand tools include leather scissors, leather marker, beating hammer and turning bone</li> <li>e. Operations include simple folding, beading and joining where straight work is produced and attachments to components such as side fittings and rivets and/or insertion of accessories, trimmings, fault marking, applying adhesives and any other bench work operations at the preparatory or finishing stage</li> <li>f. Finishing operations may include clipping, sorting, spotting and attaching labels</li> <li>g. Pieces used generally involve single pieces or panels</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Bundle tickets</li> <li>b. Organisation work procedures and specifications</li> <li>c. Organisational or external personnel</li> <li>d. Quality and Australian standards and procedures</li> <li>e. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the table work operations used in the manufacture of leather components and goods</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against ticket information and workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. use table-based processes to produce straight work</li> <li>a.4. apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools</li> <li>a.5. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. manual leather goods assembly processes</li> <li>a.3. characteristics of basic leathers, fabrics, and other materials used in leather goods production</li> <li>a.4. quality standards and leather handling procedures</li> <li>a.5. safety and environmental aspects of relevant production and assembly processes</li> <li>a.6. workplace procedures</li> <li>a.7. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. handle, receive and leather and leather goods</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out leather fabrication tasks by hand and minor machines</li> <li>b.4. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.5. meet work specifications</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated manufacture of leather panels and pieces using table-based operations, including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
1	1	1	1	1	1	1



## LMTPLRG-06BA Perform table work – 2

Field: Production

This unit covers skills to make leather components and products using table based production processes.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Position self to achieve operator comfort and to minimise fatigue</li> <li>b. Tools are cleaned and checked in accordance with workplace procedures</li> <li>c. Records are kept in accordance with workplace requirements</li> </ul>
3. Carry out bench work activities	<ul style="list-style-type: none"> <li>a. Folding and turning operations are performed to specifications</li> <li>b. Parts, panels and pieces are joined</li> <li>c. Adhesives are used safely and to achieve specifications</li> <li>d. Other basic bench work operations including punching, riveting and the application of studs are performed according to style and to achieve quality requirements, as required</li> </ul>
4. Finish work	<ul style="list-style-type: none"> <li>a. Finishing operations are performed in accordance with workplace procedures</li> <li>b. Components/products are checked against specifications</li> <li>c. Faults are reported and/or returned for rework or repair in accordance with company procedures and quality measures</li> </ul>
5. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Pieces are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves manufacture of leather components and products using bench or table-based operations</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work may include a series of different operations, or operations involving a variety of different processes</li> <li>d. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in manual and processes</li> <li>c. A range of leathers and materials may be used</li> <li>d. Hand tools include leather scissors, leather marker, beating hammer and turning bone</li> <li>e. Operations may include complex folding, beading and joining curved work</li> <li>f. Finishing operations may include clipping, sorting, spotting and attaching labels</li> <li>g. Assembly of two or more pieces or panels</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Bundle tickets</li> <li>b. Organisation work procedures and specifications</li> <li>c. Organisational or external personnel</li> <li>d. Quality and Australian standards and procedures</li> <li>e. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the making of leather components and goods using table-based operations</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against ticket information and workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply operations and hand techniques over the range of required operations</li> <li>a.4. use processes and hand tools to produce straight and curved work</li> <li>a.5. carry out minor tool maintenance in accordance with workplace procedures</li> <li>a.6. apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools</li> <li>a.7. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in association with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. leather goods assembly processes</li> <li>a.3. operating procedures for table-based production machines</li> <li>a.4. characteristics of typical leathers, fabrics, and other materials used in leather goods production</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. material flaws of leather including veins, growth marks, tick and scars</li> <li>a.7. safety and environmental aspects of relevant production and assembly processes</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. handle, receive and leather and leather goods</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out leather working tasks by hand</li> <li>b.4. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.5. meet work specifications</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated manufacture of leather panels and pieces using table-based operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	2	2	2	2

## LMTPLRG-06CA Perform table work – 3

Field: Production

This unit covers skills to make leather components and products using table-based production processes.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Position self to achieve operator comfort and to minimise fatigue</li> <li>b. Tools are cleaned and checked in accordance with workplace procedures</li> <li>c. Records are kept in accordance with workplace requirements</li> </ul>
3. Carry out bench work activities	<ul style="list-style-type: none"> <li>a. Folding and turning operations are performed to specifications</li> <li>b. Single parts, panels and pieces are joined</li> <li>c. Adhesives are used safely and to achieve specifications</li> <li>d. Other table work operations including punching, riveting and the application of studs are performed according to style and to achieve quality requirements, as required</li> </ul>
4. Finish work	<ul style="list-style-type: none"> <li>a. Finishing operations are performed in accordance with workplace procedures</li> <li>b. Components/products are checked against specifications</li> <li>c. Faults are reported and/or returned for rework or repair in accordance with company procedures and quality measures</li> </ul>
5. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Pieces are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves manufacture of leather components and products using table-based operations</li> <li>b. Competence must be demonstrated in working largely independently and being accountable for own results including carrying out assigned tasks, coordinating processes, and setting and working to deadlines</li> <li>c. Work may include complex operations, or a series of different operations, or operations involving a variety of different machines</li> <li>d. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in manual processes</li> <li>c. A range of leathers and materials may be used</li> <li>d. Hand tools include leather scissors, leather marker, beating hammer and turning bone</li> <li>e. Operations include complex folding, beading and joining curved work</li> <li>f. Finishing operations may include clipping, sorting, spotting and attaching labels</li> <li>g. Assembly can include several panels or pieces including the assembly of the total product</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Bundle tickets</li> <li>b. Organisation work procedures and specifications</li> <li>c. Organisational or external personnel</li> <li>d. Quality and Australian standards and procedures</li> <li>e. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the making of leather components and goods using table-based-operations</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. plan and coordinate production operations involving complex work</li> <li>a.2. check work against ticket information and workplace standards</li> <li>a.3. prepare workstation and work prior to commencing operations</li> <li>a.4. apply hand techniques over the range of required operations</li> <li>a.5. use hand tools to assemble several panels/pieces including assembly of total product</li> <li>a.6. carry out minor tool maintenance in accordance with workplace procedures</li> <li>a.7. apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools</li> <li>a.8. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in association with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. range of leather goods assembly processes</li> <li>a.3. operating procedures for table-based production processes</li> <li>a.4. characteristics of typical leathers, fabrics, and other materials used in leather goods production</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. material flaws of leather including veins, growth marks, tick and scars</li> <li>a.7. safety and environmental aspects of relevant production and assembly processes</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret work specifications</li> <li>b.2. handle, receive and leather and leather goods</li> <li>b.3. grade leather</li> <li>b.4. maintain accurate work records in accordance with procedures</li> <li>b.5. carry out a range of leather working tasks by machine or by hand</li> <li>b.6. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.7. meet work specifications</li> <li>b.8. communicate effectively within the workplace</li> <li>b.9. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated manufacture of leather panels and pieces using table-based bench operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	3	2	2	3	3

## LMTPLRG-07AA Operate leather production machines – 1

Field: Production

This unit covers skills and knowledge required to produce leather goods components and products using leather production machines.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Position self to achieve operator comfort and to minimise fatigue</li> <li>b. Machines are cleaned and checked in accordance with workplace procedures</li> <li>c. Records are kept in accordance with workplace requirements</li> </ul>
3. Set up machine	<ul style="list-style-type: none"> <li>a. Machine is set up and adjusted in accordance with manufacturer's instructions, workplace requirements and specifications for the work</li> <li>b. Dies, knives, attachments and parts are checked and changed as necessary</li> <li>c. Guides are selected and adjusted as appropriate</li> <li>d. Temperature is set according to specifications, as required</li> <li>e. Machine is tested for correct operation</li> </ul>
4. Perform machine operation	<ul style="list-style-type: none"> <li>a. Pieces are selected in accordance with specifications</li> <li>b. Pieces are positioned on machine as appropriate</li> <li>c. Machine is operated in accordance with machine and enterprise standards</li> <li>d. Finished product is checked against specifications</li> </ul>
5. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
6. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Pieces are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assembly of leather goods using leather production machines</li> <li>b. Competence must be demonstrated in working to defined procedures/methods either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, and manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Machine operations may include basic techniques involving at least one type of basic operation and one type of basic machine</li> <li>c. Competence must be demonstrated in the use of machine or machine operation requiring some work positioning but where ultimate precision is assisted by machine guide or work marker</li> <li>d. Machines may include branding, embossing, folding, beading, piping, stamping, punching/perforating, seam rubbers and buffing machines</li> <li>e. In relation to embossing machines operations, heat processes exclude the use of foils</li> <li>f. Pressing mechanisms may include hand, foot or hydraulic operations</li> <li>g. Work is conducted within defined procedures using simple pieces of material</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Bundle tickets</li> <li>b. Organisation work procedures and specifications</li> <li>c. Organisational or external personnel</li> <li>d. Quality and Australian standards and procedures</li> <li>e. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the assembly and construction of leather goods</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against ticket information and workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply machine operation techniques to defined procedures and using simple pieces</li> <li>a.4. carry out minor machine maintenance in accordance with workplace procedures</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit is not required to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. leather goods assembly processes</li> <li>a.3. operating procedures for leather production machines</li> <li>a.4. characteristics of typical leathers, fabrics, threads and other materials used in leather goods production</li> <li>a.5. leather handling procedures</li> <li>a.6. safety and environmental aspects of relevant production and assembly processes</li> <li>a.7. workplace procedures</li> <li>a.8. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. handle, receive and leather and fabrics</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out leather production machine tasks</li> <li>b.4. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.5. meet work specifications</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated leather goods production and assembly situations using leather production machines, including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
1	1	1	1	1	1	2

## LMTPLRG-07BA Operate leather production machines – 2

Field: Production

This unit covers skills and knowledge required to produce leather goods components and products using leather production machines.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Position self to achieve operator comfort and to minimise fatigue</li> <li>b. Machines are cleaned and checked in accordance with workplace procedures</li> <li>c. Records are kept in accordance with workplace requirements</li> </ul>
3. Set up machine	<ul style="list-style-type: none"> <li>a. Machine is set up and adjusted in accordance with manufacturer's instructions, workplace requirements and specifications for the work</li> <li>b. Dies, knives, attachments and parts are checked and changed as necessary</li> <li>c. Guides are selected and adjusted as appropriate</li> <li>d. Temperature is set according to specifications, as required</li> <li>e. Machine is rested for correct operation</li> </ul>
4. Perform machine operation	<ul style="list-style-type: none"> <li>a. Pieces are selected in accordance with specifications</li> <li>b. Pieces are positioned on machine as appropriate</li> <li>c. Machine is operated in accordance with machine and enterprise standards</li> <li>d. Finished product is checked against specifications</li> </ul>
5. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
6. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Pieces are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assembly of leather goods using leather production machines</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work may include a series of different operations, or operations involving a variety of different machines</li> <li>d. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in the use of machine operations involving the positioning, feeding and handling of work pieces</li> <li>c. Machines may include branding, embossing, folding, beading, piping, stamping, punching/perforating, seam rubbers and buffing machines</li> <li>d. Embossing machine operations may include the use of foils and transfers</li> <li>e. Competence must be demonstrated in producing a range of leather goods components/products involving more complex designs</li> <li>f. Pressing mechanisms may include hand, foot or hydraulic operations</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Bundle tickets</li> <li>b. Organisation work procedures and specifications</li> <li>c. Organisational or external personnel</li> <li>d. Quality and Australian standards and procedures</li> <li>e. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the assembly and construction of leather goods</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against ticket information and workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply machine operation techniques over the range of different processes or a range of machines</li> <li>a.4. carry out minor machine maintenance in accordance with workplace procedures</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit is not required to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. leather goods assembly processes</li> <li>a.3. operating procedures for leather production machines</li> <li>a.4. characteristics of typical leathers, fabrics, threads and other materials used in leather goods production</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. material flaws of leather including veins, growth marks, tick and scars</li> <li>a.7. safety and environmental aspects of relevant production and assembly processes</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. handle, receive and leather and leather goods</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out leather production machine tasks</li> <li>b.4. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.5. meet work specifications</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated leather goods production and assembly situations using leather goods production machines including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	2	1	2	2

## LMTPLRG-07CA Operate leather production machines – 3

Field: Production

This unit covers skills and knowledge required to produce leather goods components and/or products using leather production machines.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Work bundle is received, checked and any follow up action assessed in accordance with workplace procedures</li> <li>b. Quality of received component parts is assessed in accordance with workplace procedures</li> <li>c. Work pieces are laid out in correct sequence in accordance with workplace procedures and specifications</li> </ul>
2. Prepare workstation	<ul style="list-style-type: none"> <li>a. Position self to achieve operator comfort and to minimise fatigue</li> <li>b. Machines are cleaned and checked in accordance with workplace procedures</li> <li>c. Records are kept in accordance with workplace requirements</li> </ul>
3. Set up machine	<ul style="list-style-type: none"> <li>a. Branding or embossing machine is set up and adjusted in accordance with manufacturer's instructions</li> <li>b. Workplace requirements and specifications for the work</li> <li>c. Dies, knives, attachments and parts are checked and changed as necessary</li> <li>d. Guides are selected and adjusted as appropriate</li> <li>e. Temperature is set according to specifications, as required</li> <li>f. Machine is tested for correct operation</li> </ul>
4. Perform machine operation	<ul style="list-style-type: none"> <li>a. Pieces for branding or embossing are selected in accordance with specifications</li> <li>b. Pieces are positioned on machine as appropriate</li> <li>c. Machine is operated in accordance with machine and enterprise standards</li> <li>d. Finished product is checked against specifications</li> </ul>
5. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
6. Dispatch completed work	<ul style="list-style-type: none"> <li>a. Pieces are bundled, stacked, stored or dispatched in accordance with workplace procedures</li> <li>b. Production faults are recorded as required</li> <li>c. Records are completed in accordance with workplace procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assembly of leather goods using leather production machines</li> <li>b. Competence must be demonstrated in working largely independently and being accountable for own results including: <ul style="list-style-type: none"> <li>b.1. carrying out assigned tasks</li> <li>b.2. coordinating processes</li> <li>b.3. setting and meeting deadlines</li> </ul> </li> <li>c. Work may include complex operations, or a series of different operations, or operations involving a variety of different machines</li> <li>d. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Competence must be demonstrated in the use of multiple machines or machine operations in the positioning, feeding and handling of work pieces</li> <li>c. Competence must be demonstrated in producing a range of leather components involving more complex designs</li> <li>d. Machines may include branding, embossing, folding, beading, piping, stamping, punching/perforating, seam rubbers and buffing machines</li> <li>e. Pressing mechanisms may include hand, foot or hydraulic operations</li> <li>f. Competence may be to be demonstrated in the setting and adjustment of machines for product change</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Bundle tickets</li> <li>b. Organisation work procedures and specifications</li> <li>c. Organisational or external personnel</li> <li>d. Quality and Australian standards and procedures</li> <li>e. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the assembly and construction of leather goods</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. plan and coordinate the operations involved in leather goods production using machines</li> <li>a.2. check work against ticket information and workplace standards</li> <li>a.3. prepare workstation and work prior to commencing operations</li> <li>a.4. apply a range of complex operations, or a series of different operations involving a variety of machines</li> <li>a.5. carry out all operations using the required leather production machines</li> <li>a.6. set and adjust machines for product change</li> <li>a.7. check work against specifications</li> <li>a.8. apply workplace health and safety policies in work operations</li> <li>a.9. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit is not required to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. leather goods assembly processes</li> <li>a.3. operating and setting procedures for leather production machines</li> <li>a.4. characteristics of typical leathers, fabrics, threads and other materials used in leather goods production</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. material flaws of leather including veins, growth marks, tick and scars</li> <li>a.7. safety and environmental aspects of relevant production and assembly processes</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret work specifications and patterns</li> <li>b.2. plan and coordinate machine operations</li> <li>b.3. operate and set different types of machines and undertake basic maintenance</li> <li>b.4. use a range of materials including quality leather</li> <li>b.5. maintain accurate work records in accordance with procedures</li> <li>b.6. carry out non-sewing machine tasks</li> <li>b.7. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.8. meet work specifications</li> <li>b.9. communicate effectively within the workplace</li> <li>b.10. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated leather goods production and assembly situations involving leather production machines, including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. interpreting work specifications and patterns</li> <li>a.2. describing consequences</li> <li>a.3. planning and organising work</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	3	3	2	2	3

**LMTPLRG-08A Measure, lay-out and cut leather product****Field: Production**

**This unit covers the skills and knowledge required to measure, lay-out and cut leather component/product.**

ELEMENT	PERFORMANCE CRITERIA
1. Measure and interpret dimensions	<ul style="list-style-type: none"><li>a. Client requirements are obtained</li><li>b. Measurements are interpreted to suit special needs of client, where required</li></ul>
2. Determine/confirm design and pattern requirements	<ul style="list-style-type: none"><li>a. Product design and preferred material/fabric is discussed and agreed with client, where necessary</li><li>b. Special needs of the client are incorporated into the design, where required</li><li>c. Design is chalked into the pattern or the pattern is selected/modified to meet the requirements</li></ul>
3. Lay-up and cut leather/material	<ul style="list-style-type: none"><li>a. Leather and/or material is checked for quality, faults, dye lot and marking requirements</li><li>b. Leather and/or material is laid out and alignment is checked to ensure conformance to specifications</li><li>c. Leather and/or material is cut to meet design requirements and measurements of the pattern</li></ul>
4. Maintain documentation	<ul style="list-style-type: none"><li>a. All relevant paperwork and documentation is prepared in accordance with enterprise procedures</li></ul>



## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the measuring, lay-out and cutting of leather pieces and components for the production of leather products</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies apply to workplace activities associated with producing custom made leather goods</li> <li>c. Degree of complexity will relate to leather and other materials being used and intricacy of design</li> <li>d. Interpreting measurements into a pattern may relate to special individual requirements, such as design features, shape, etc.</li> <li>e. Laying-up tasks may be associated with operations where size, shape and cost of leather and other material is significant</li> <li>f. Safety procedures and practices when working with cutting and sewing equipment, chemicals and solvents, are as specified by manufacturers, regulatory authorities and the enterprise</li> <li>g. Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise</li> <li>h. The competencies are applied under general guidance on progress and outcomes</li> <li>i. Knowledge and skills are applied to a wide range of tasks, roles and/or functions</li> <li>j. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s measurements and requirements</li> <li>b. Work specifications</li> <li>c. Design sketches and drawings</li> <li>d. Organisation work procedures</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the development and production of leather goods</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. obtain accurate measurements from client</li> <li>a.2. ensure design is suitable for client</li> <li>a.3. prepare and assemble pieces for product</li> <li>a.4. lay out and align leather and other material with pattern</li> <li>a.5. cut leather and other materials</li> <li>a.6. interact with the client in the presentation of ideas and designs</li> <li>a.7. apply workplace health and safety policies in work operations</li> <li>a.8. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. leather products construction</li> <li>a.2. assembly methods</li> <li>a.3. characteristics of typical leathers, fabrics and other materials used in leather goods production</li> <li>a.4. operating procedures for leather production/branding/embossing machines</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. material flaws of leather including veins, growth marks, tick and scars</li> <li>a.7. safety and environmental aspects of relevant enterprise activities</li> <li>a.8. workplace procedures</li> <li>a.9. reporting processes</li> <li>a.10. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. operation of various leather production machines and processes</li> <li>b.2. perform alterations</li> <li>b.3. apply all the relevant safety practices when working in the leather goods production industry</li> <li>b.4. communicate effectively with clients, individuals, work groups and supervisors</li> <li>b.5. maintain records</li> <li>b.6. select, interpret and apply procedures and processes</li> <li>b.7. prepare and present reports and information in appropriate formats</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated situations involving the assembly of leather products</li> <li>b. Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design requirements</li> <li>a.3. completing tasks</li> <li>a.4. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	3	3	3

## LMTPLRG-09A Assemble and finish leather product

Field: Production

This unit covers the skills and knowledge required to assemble and finish leather components/products.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare pieces and panels	<ul style="list-style-type: none"><li>a. Leather and fabric pieces are prepared, as required, prior to assembly</li><li>b. Equipment and materials required for the task are assembled</li><li>c. Client is consulted and necessary changes made, as required</li></ul>
2. Assemble product/components	<ul style="list-style-type: none"><li>a. Pieces are assembled to form the whole product in readiness for assembly in accordance with pattern specifications</li></ul>
3. Conduct final assembly and finish product	<ul style="list-style-type: none"><li>a. Alterations are undertaken, where relevant</li><li>b. Assembly is assessed using appropriate equipment, tools and materials, in accordance with design requirements</li><li>c. Product is checked and finished to meet specifications and appropriate quality standards</li></ul>
4. Maintain documentation	<ul style="list-style-type: none"><li>a. All relevant paperwork and documentation is prepared in accordance with enterprise procedures</li></ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the assembly and finishing of leather pieces and components for the production of leather products</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies apply to workplace activities associated with producing leather goods</li> <li>c. Degree of complexity will relate to leather and other materials being used and intricacy of design</li> <li>d. Interpreting measurements into a pattern may relate to special individual requirements, such as design features, shape, etc</li> <li>e. Assembling tasks may include fabrication, sewing, embossing, carving, and branding</li> <li>f. Safety procedures and practices when working with cutting and sewing equipment, and chemical and solvents, as specified by manufacturers, regulatory authorities and the enterprise</li> <li>g. Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise</li> <li>h. The competencies are applied under general guidance on progress and outcomes</li> <li>i. Knowledge and skills are applied to a wide range of tasks, roles and/or functions</li> <li>j. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customers' measurements and requirements</li> <li>b. Work specifications</li> <li>c. Design sketches and drawings</li> <li>d. Organisation work procedures</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the development and production of leather products</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. assembling and finishing pieces for leather product</li> <li>a.2. interact with the client in the presentation of ideas and designs</li> <li>a.3. apply workplace health and safety policies in work operations</li> <li>a.4. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. leather products construction</li> <li>a.2. assembly methods</li> <li>a.3. characteristics of typical leathers, fabrics and other materials used in leather goods production</li> <li>a.4. operating procedures for leather production/branding/embossing machines</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. material flaws of leather including veins, growth marks, tick and scars</li> <li>a.7. safety and environmental aspects of relevant enterprise activities</li> <li>a.8. workplace procedures</li> <li>a.9. reporting processes</li> <li>a.10. relevant OH&amp;S legislation and codes of practice</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. hand and machine sew panels and pieces</li> <li>b.2. operate various leather production machines and processes</li> <li>b.3. perform alterations</li> <li>b.4. apply all the relevant safety practices when working in the leather goods production industry</li> <li>b.5. communicate effectively with clients, individuals, work groups and supervisors</li> <li>b.6. maintain records</li> <li>b.7. select, interpret and apply procedures and processes</li> <li>b.8. prepare and present reports and information in appropriate formats</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated situations involving the assembly and finishing of leather products b. Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.1. interpreting design requirements</li> <li>a.2. completing tasks</li> <li>a.3. applying safety precautions relevant to the task</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	3	3	3

## LMTPLRG-10A Restore leather products

Field: Production

This unit covers the skills and knowledge required to restore, maintain and repair leather products.

ELEMENT	PERFORMANCE CRITERIA
1. Determine requirements	<ul style="list-style-type: none"><li>a. Leather product/good is assessed or examined</li><li>b. Requirements for restoration, maintenance or repair of leather product/good are determined</li><li>c. Costs are calculated to determine feasibility of restoration/repair</li></ul>
2. Prepare leather product/good	<ul style="list-style-type: none"><li>a. Leather product/good is prepared in appropriate manner for restoration maintenance or repair</li><li>b. Materials and/or equipment required for the task are assembled</li></ul>
3. Undertake restoration, or repair	<ul style="list-style-type: none"><li>a. Restoration/repair is undertaken to restore product to optimum condition using appropriate equipment, tools, processes and materials, as required</li><li>b. Restored/repared product is checked against specifications and appropriate quality standards</li><li>c. Adjustments are made as required</li><li>d. Leather product is prepared for storage, where appropriate</li></ul>
4. Maintain documentation	<ul style="list-style-type: none"><li>a. All relevant paperwork and documentation is prepared in accordance with enterprise procedures</li></ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the maintenance and repair of leather products</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Complexity and degree of responsibility will be dependent on the size of the enterprise and internal work organisation</li> <li>c. The competencies apply to workplace activities associated with the restoration and repair of leather goods</li> <li>d. Degree of complexity of repair will relate to leather and other materials being used and intricacy of design</li> <li>e. Products can include wallets, bags, apparel, saddle and harness wear</li> <li>f. Restoration and repair tasks may include preparing pieces, cutting, sewing, using adhesives, refinishing, embossing, carving, and branding</li> <li>g. Safety procedures and practices when working with equipment including cutting and sewing equipment, and chemicals and solvents, are as specified by manufacturers, regulatory authorities and the enterprise</li> <li>h. Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise</li> <li>i. The competencies are applied under general guidance on progress and outcomes</li> <li>j. Knowledge and skills are applied to a wide range of tasks, roles and/or functions</li> <li>k. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customers' measurements and requirements</li> <li>b. Work specifications</li> <li>c. Design sketches and drawings</li> <li>d. Organisation work procedures</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the development, production and repair of leather products</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. assessing leather product for maintenance or repair</li> <li>a.2. calculating costs</li> <li>a.3. repairing and restoring leather products to optimum condition</li> <li>a.4. interact with the client</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. leather products construction</li> <li>a.2. appropriate testing procedures</li> <li>a.3. characteristics of typical leathers, fabrics and other materials used in leather goods production</li> <li>a.4. broad knowledge of cleaning and finishing agents and the effect they have on a range of leathers and fabrics/materials</li> <li>a.5. repair techniques and their application</li> <li>a.6. quality standards and leather handling procedures</li> <li>a.7. material flaws of leather including veins, growth marks, tick and scars</li> <li>a.8. safety and environmental aspects of relevant enterprise activities</li> <li>a.9. workplace procedures</li> <li>a.10. reporting processes</li> <li>a.11. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. perform maintenance and repair techniques to the required industry standard</li> <li>b.2. communicate effectively with clients, individuals, work groups and supervisors</li> <li>b.3. hand and machine sew panels and pieces</li> <li>b.4. operate various leather production machines and processes</li> <li>b.5. apply all the relevant safety practices when working in the leather goods production industry</li> <li>b.6. communicate effectively with clients, individuals, work groups and supervisors</li> <li>b.7. maintain records</li> <li>b.8. select, interpret and apply procedures and processes</li> <li>b.9. prepare and present reports and information in appropriate formats</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated situations involving the restoration, repair and maintenance of leather products</li> <li>b. Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design requirements</li> <li>a.3. completing tasks</li> <li>a.4. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	3	3	3



## LMTEMGN-01A Install and commission process and machine control programs

Field: Engineering and Maintenance

This unit covers the skills and knowledge required to install and commission process and machine control system programs in machines and equipment.

ELEMENT	PERFORMANCE CRITERIA
1. Install automatic process and machine control program	<ul style="list-style-type: none"> <li>a. Appropriate program loading technique is selected and external loading devices are connected to automatic process and machine control system correctly</li> <li>b. Process and machine control system is placed in correct operational mode to accept program loading</li> <li>c. Program is downloaded in accordance with manufacturers' recommended procedure or appropriate standard operating procedures</li> <li>d. Checks are undertaken appropriately during and after downloading to ensure data transfer is accurate and complete</li> <li>e. All external program loading devices and connections are disconnected from process and machine control system</li> </ul>
2. Commission automatic process and machine control program	<ul style="list-style-type: none"> <li>a. Program format and operational intent is accurately determined and correctly understood</li> <li>b. Program instructions are checked for compliance with specifications</li> <li>c. Software timers are counter set to specification, where required</li> <li>d. Program is stepped through manually and outputs are checked and measured for compliance with specifications</li> <li>e. External inputs are checked for compliance with specifications, according to specified procedures</li> <li>f. Program is run and total operation is checked for compliance with specifications, where applicable</li> <li>g. Confirmation of program master copy storage is assessed</li> </ul>
3. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Competence must be demonstrated in the installation and commissioning of process and machine control system programs in machines and equipment used within a clothing production enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Work may involve individual and team related activities, and can include liaison with specialist technicians</li> <li>c. Standards of safety, housekeeping, quality of work and workshop practices are as specified by:               <ul style="list-style-type: none"> <li>c.1. machine/equipment manufacturers</li> <li>c.2. regulatory authorities</li> <li>c.3. the enterprise</li> </ul> </li> <li>d. Occupational health and safety requirements associated with electrical work must be strictly observed</li> <li>e. Machines/equipment may involve microprocessor or computer control and include production and facility equipment used within the enterprise</li> <li>f. Work relates to complex TCF production equipment with control systems involving advanced               <ul style="list-style-type: none"> <li>f.1. electronic technology</li> <li>f.2. pneumatic technology</li> <li>f.3. hydraulic technology</li> <li>f.4. robotics technology;</li> </ul> </li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within organisational routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Installation/commissioning procedures</li> <li>b. Manufacturer's instructions</li> <li>c. Organisation work procedures and specifications</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the assembly and construction of garments</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. select and use appropriate loading technique</li> <li>a.2. perform checks to ensure accurate data transfer</li> <li>a.3. check program instructions</li> <li>a.4. run program to ensure compliance with specifications</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. appropriate installation and commissioning procedures,</li> <li>a.2. quality requirements and relevant standards</li> <li>a.3. machine/equipment manufacturer's specifications and instructions</li> <li>a.4. safety and environmental aspects of relevant enterprise activities</li> <li>a.5. workplace procedures</li> <li>a.6. reporting processes</li> <li>a.7. relevant OH&amp;S legislation and codes of practice</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. apply appropriate technical skills</li> <li>b.2. carry out checking processes</li> <li>b.3. monitor performance</li> <li>b.4. apply all the relevant safety practices when working in the industry</li> <li>b.5. communicate effectively with individuals, work groups and supervisors</li> <li>b.6. maintain records</li> <li>b.7. document and transfer information</li> <li>b.8. interpret and carry out established procedures</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated situations the installation and commissioning of process and machine control system programs in machines and equipment used within clothing production organisations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, manufacturer's instructions, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	3	2	2	3	3

## LMTEMGN-02A Participate in machine/product related research and development

Field: Engineering and Maintenance

This unit covers the skills and knowledge required to participate in research and development activities associated with machine customisation or modification and testing of product design programs for machine applications.

ELEMENT	PERFORMANCE CRITERIA
1. Analyse machine and/or product requirements or specifications	a. Machine requirements and/or limitations are determined relative to specified outcomes b. Occupational health and safety factors, associated with machine specification changes, are established c. Pattern or product specifications are analysed to determine production parameters
2. Customise or modify machine	a. Modification requirements are established and approved, where required, to meet specified outcomes b. Modifications or adaptations are assessed in accordance with relevant procedures and specifications c. Machine modifications are evaluated and results confirmed against requirements
3. Maintain records	a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Competence must be demonstrated in the research and development activities associated with machine customisation or modification and testing of product design programs for machine applications in a clothing production enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies apply to workplace activities associated with the analysis, development and testing of pattern or product designs applicable to relevant machines or equipment used in the enterprise</li> <li>c. Work may involve individual and team related activities, but would normally be assessed as part of a development team</li> <li>d. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> <li>e. Machines/equipment may involve microprocessor or computer control and include production and facility equipment used in the enterprise</li> <li>f. The competencies are applied under general guidance on progress and outcomes</li> <li>g. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>h. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work instructions</li> <li>b. Pattern or product specifications</li> <li>c. Manufacturer's specifications and instructions</li> <li>d. Modification instructions</li> <li>e. Organisation work procedures and specifications</li> <li>f. Organisational or external personnel</li> <li>g. Quality and Australian standards and procedures</li> <li>h. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to research and development activities associated with machine customisation or modification and testing of product design programs for machine applications in a clothing production enterprise</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environmental legislation and regulations</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. determine machine or product requirements/limitations</li> <li>a.2. analyse pattern/product specifications</li> <li>a.3. carry out modifications or customisation</li> <li>a.4. evaluate modifications</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. quality requirements and relevant standards</li> <li>a.2. machine/equipment manufacturer's specifications</li> <li>a.3. safety and environmental aspects of relevant enterprise activities</li> <li>a.4. workplace procedures</li> <li>a.5. reporting processes</li> <li>a.6. relevant OH&amp;S legislation and codes of practice</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. apply appropriate technical skills</li> <li>b.2. carry out checking processes</li> <li>b.3. monitor performance</li> <li>b.4. apply all the relevant safety practices when working in the industry</li> <li>b.5. communicate effectively with individuals, work groups and supervisors</li> <li>b.6. maintain records and prepare relevant documentation</li> <li>b.7. document and transfer information</li> <li>b.8. interpret and carry out established procedures</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated situations involving research and development activities associated with machine customisation or modification and testing of product design programs for machine applications in a clothing production enterprise b. This includes real or simulated work areas, materials, equipment, and information on work specifications, manufacturer's instructions, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	2	3	3

## LMTEMGN-03A Develop preventative maintenance schedules

Field: Engineering and Maintenance

This unit covers the skills and knowledge required to develop preventative maintenance schedules for machines and equipment used in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Identify requirements for machines, equipment, facility	a. Preventative maintenance requirements for machines and equipment are identified with reference to manufacturer's specifications and enterprise procedures b. Requirements for preventative maintenance of the facility are established c. Production schedules and time-line constraints for the maintenance are identified
2. Prepare maintenance schedules	a. Preventative maintenance schedule is prepared in line with production and time constraints b. Schedule is documented in accordance with enterprise procedures c. Personnel are instructed in the application of the preventative maintenance schedule in accordance with workplace procedures
3. Monitor schedule application	a. Application of the preventative maintenance schedule is monitored to determine effectiveness
4. Review and modify schedule	a. Development and application of the schedule is reviewed and recommendations made for improvement or change, if required b. Schedule is modified according to recommendations and manufacturer's/enterprise requirements
5. Maintain records	a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Competence must be demonstrated in the development of preventative maintenance schedules for machines and equipment used in a TCF enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation in a TCF sector</li> <li>b. The competencies apply to workplace activities associated with the development of preventative maintenance schedules required within a TCF enterprise</li> <li>c. Scheduling is undertaken in accordance with established enterprise procedures and practices and may include requirements recommended by manufacturers</li> <li>d. Work may involve individual and team related activities, and will normally relate to standard forms of preventative maintenance schedules</li> <li>e. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> <li>f. Machines/equipment may include: <ul style="list-style-type: none"> <li>f.1. any machine typically used in the TCF sector concerned</li> <li>f.2. microprocessor or computer controlled machines</li> <li>f.3. both production and facility equipment used in the enterprise</li> </ul> </li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work instructions</li> <li>b. Manufacturer's specifications and instructions</li> <li>c. Standard forms of preventative maintenance schedules</li> <li>d. Organisation work procedures and specifications</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to in the development of preventative maintenance schedules for machines and equipment used in a TCF enterprise</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environmental legislation and regulations</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. determine requirements for preventative maintenance</li> <li>a.2. establish schedules/constraints for maintenance</li> <li>a.3. monitor and review application of preventative maintenance schedule</li> <li>a.4. apply workplace health and safety policies in work operations</li> <li>a.5. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. appropriate maintenance requirements and scheduling procedures</li> <li>a.2. preventative maintenance principles and standard practice</li> <li>a.3. machine/equipment manufacturer's specifications</li> <li>a.4. safety and environmental aspects of relevant enterprise activities</li> <li>a.5. workplace procedures and reporting processes</li> <li>a.6. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. determine scheduling requirements</li> <li>b.2. prepare, monitor and review schedules to ensure enterprise requirements are met</li> <li>b.3. apply all the relevant safety practices when working in the industry</li> <li>b.4. communicate effectively with individuals, work groups and supervisors</li> <li>b.5. maintain records and prepare relevant documentation</li> <li>b.6. interpret and carry out established procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated situations involving the development of preventative maintenance schedules for machines and equipment used in a TCF enterprise</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work specifications, manufacturer's instructions, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	2	2	3	3



## LMTEMGN-08A Perform minor maintenance

Field: Engineering and Maintenance

This unit encompasses the on-going minor maintenance of various production machines used by machine operators in the TCF industry.

ELEMENT	PERFORMANCE CRITERIA
1. Operate machine and assess performance	a. Machine is started and stopped in accordance with manufacturer's and enterprise requirements b. Machine operation is monitored to ensure correct procedures are assessed and product meets quality standards c. Problem with machine is identified and reported in accordance with enterprise procedures
2. Rectify minor machine fault	a. Minor machine and associated equipment/tools faults are identified and corrected/replaced where necessary to meet specified requirements and are reported in accordance with enterprise procedures b. Major machine or product faults are identified and documented in accordance with enterprise procedures, and appropriate personnel informed, as required c. Machine maintenance records or other documentation are accurately completed where required by enterprise procedures
3. Clean and lubricate machine	a. The machine is cleaned in accordance with workplace requirements and schedules, and manufacturers cleaning instructions b. The machine is lubricated in accordance with workplace requirements and schedules, and manufacturers lubricating instructions
4. Check machine operation	a. The machine is checked to ensure correct operation

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the checking of machine performance and the undertaking minor adjustments to production machines</li> <li>b. Limited discretion, initiative and judgement may be demonstrated on the job in own work</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may involve individual and team related activities and an include liaison with specialist mechanics and technicians</li> <li>b. Work conducted in a variety of environments, such as:               <ul style="list-style-type: none"> <li>b.1. operational workplace activities</li> <li>b.2. restricted space</li> <li>b.3. hazardous, controlled or exposed conditions</li> </ul> </li> <li>c. Work undertaken on a range of machines that may involve microprocessor or computer controlled relevant to the industry sector of the Textile, Clothing, Footwear and Allied industry sectors including various textile production sectors, early stage wool processing, hide/skin/leather production, canvas fabrication, leather goods production, clothing production, millinery, footwear production, laundries, and dry cleaning</li> <li>d. Exposure to chemicals, dangerous or other hazardous substances</li> <li>e. Data recording, either using keyboard or manual recording applications</li> <li>f. Interaction/interface with other departments</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Machine/equipment manufacturers' specifications and instructions</li> <li>b. Organisation work orders and instructions</li> <li>c. Organisational or external personnel</li> <li>d. Work scheduling documentation</li> <li>e. Job procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating checking of machine performance and the undertaking minor adjustments to production machines</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice including the storage, safe handling and disposal of chemicals</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. operate machines correctly</li> <li>a.2. monitor machine performance against machine specifications</li> <li>a.3. make minor adjustments</li> <li>a.4. complete records accurately and completely</li> <li>a.5. apply workplace health and safety policies in work operations</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. procedures and guidelines for safe operation of machines</li> <li>a.2. typical fault conditions and related fault finding procedures</li> <li>a.3. basic machine maintenance and repair techniques</li> <li>a.4. technical specifications manuals</li> <li>a.5. safety policies and procedures</li> <li>a.6. quality standards and procedures</li> <li>a.7. workplace reporting and recording procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. assess operating performance of machine</li> <li>b.2. start and stop machines according to specifications</li> <li>b.3. monitor machine operations including machine production readings</li> <li>b.4. recognise fault conditions</li> <li>b.5. rectify minor machine faults or problems as required</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access is required to real or appropriately simulated situations involving checking of machine performance and the undertaking minor adjustments to production machines, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. completing tasks</li> <li>a.2. identifying improvements</li> <li>a.3. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. security procedures</li> <li>b.5. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> <li>b. Competence should be demonstrated with a range of typical industry sector machines and production processes, sufficient to ensure confirmation of the required skills and knowledge</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	1	2	2	1	2	2

## LMTQAGN-01A Apply quality standards

### Field: Quality

This unit covers the skills and knowledge required to apply quality standards to work operations in a TCF enterprise. While the same basic quality principles are involved in the use of this competence at AQF 1, 2 and 3, their application at the higher AQF levels will usually be in a context requiring higher degrees of independence and decision making and more complexity in the work operations. This variation in context is described in the Range of Variables.

ELEMENT	PERFORMANCE CRITERIA
1. Assess own work	<ul style="list-style-type: none"> <li>a. Completed work is continuously checked against workplace standards relevant to the operation being undertaken</li> <li>b. An understanding is demonstrated of how the work activities and completed work relate to the next production process or processes and to the final appearance of the TCF products concerned</li> <li>c. Faulty pieces or final products are identified and isolated</li> <li>d. Where required, the faults and any identified causes are recorded and/or reported to the supervisor concerned in accordance with workplace procedures</li> </ul>
2. Assess quality of received component parts	<ul style="list-style-type: none"> <li>a. Received materials, component parts or final products are continuously checked against workplace standards and specifications for such things as size, colour, fabric, alignment and finish</li> <li>b. An understanding is demonstrated of how the received materials or component parts relate to the current operation and how they contribute to the final appearance of the TCF product</li> <li>c. Faulty material or component parts related to the operator's work are identified and isolated</li> <li>d. Where required, the faults and any identified causes are recorded and/or reported to the supervisor concerned in accordance with workplace procedures</li> <li>e. Causes of any identified faults are identified and corrective action taken in accordance with workplace procedures</li> </ul>
3. Measure parts	<ul style="list-style-type: none"> <li>a. Materials, component parts or products are measured, as required, using the appropriate measuring instruments in accordance with workplace procedures</li> </ul>
4. Record Information on production indicator	<ul style="list-style-type: none"> <li>a. Basic information on the quality and other indicators of production performance is recorded in accordance with workplace procedures</li> </ul>
5. Investigate causes of quality deviations	<ul style="list-style-type: none"> <li>a. Causes of deviations from specified quality standards for materials, component parts or final products are investigated and reported, as required, using the appropriate measuring techniques in accordance with workplace procedures</li> <li>b. Suitable preventative action is recommended based on workplace quality standards and the identified causes of deviations from specified quality standards of materials, component parts or final products</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Competence should be demonstrated in the appropriate work context dependent on the level of responsibility being exercised:               <ul style="list-style-type: none"> <li>a.1. at AQF 1, competence will be demonstrated in the detection and reporting errors within defined workplace procedures</li> <li>a.2. at AQF 2, competence will be demonstrated in the detection of errors and in using initiative and judgement to take appropriate action in accordance with workplace procedures</li> <li>a.3. at AQF 3, competence will be demonstrated in the detection of errors, investigating causes, recommending preventative action and in making improvements and decisions which improve quality standards in accordance with workplace procedures</li> </ul> </li> <li>b. Work is assessed in accordance with enterprise quality standards, relevant statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. TCF products may include:               <ul style="list-style-type: none"> <li>b.1. textiles</li> <li>b.2. clothing</li> <li>b.3. footwear</li> <li>b.4. wool yarn</li> <li>b.5. cotton yarn</li> <li>b.6. hide/skin/leather products</li> <li>b.7. headwear and millinery</li> <li>b.8. canvas products and sails</li> <li>b.9. laundry</li> <li>b.10. dry cleaned items</li> </ul> </li> <li>c. Quality standards may relate to:               <ul style="list-style-type: none"> <li>c.1. materials</li> <li>c.2. component parts</li> <li>c.3. final product</li> <li>c.4. production processes</li> </ul> </li> <li>d. Quality parameters may include:               <ul style="list-style-type: none"> <li>d.1. finish</li> <li>d.2. fit</li> <li>d.3. size</li> <li>d.4. durability</li> <li>d.5. product variations</li> <li>d.6. materials</li> <li>d.7. alignment</li> <li>d.8. colour</li> <li>d.9. damage and imperfections</li> </ul> </li> <li>e. Quality checks may include:               <ul style="list-style-type: none"> <li>e.1. visual inspection</li> <li>e.2. physical measurements</li> <li>e.3. checks against patterns, templates and guides</li> </ul> </li> <li>f. Data entry/recording may include:               <ul style="list-style-type: none"> <li>f.1. keyboard</li> <li>f.2. written (including ticks or signs)</li> <li>f.3. verbal</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Quality and Australian standards and procedures</li> <li>b. Work instructions, patterns and designs</li> <li>c. Organisation work procedures</li> <li>d. Manufacturer's instructions for materials and equipment</li> <li>e. Organisational or external personnel</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the manufacture and quality outcomes for TCF products</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and may include being required to contribute to the quality improvement of team or section output, where necessary, in accordance with workplace procedures</li> <li>g. Safety, environmental, housekeeping and quality are as specified by materials/machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. interpret, relevant work instructions, standards and specifications appropriate to the assessee's work</li> <li>a.2. check and measure the relevant quality parameters</li> <li>a.3. interpret the results of quality checks in terms of specifications, patterns and work standards</li> <li>a.4. take required action where standards of materials, component parts, final product or work processes are found to be unacceptable</li> <li>a.5. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with the other TCF units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. relevant quality standards, policies and procedures</li> <li>a.2. relevant TCF production processes, materials and products</li> <li>a.3. characteristics of materials used in the relevant TCF production processes</li> <li>a.4. safety and environmental aspects of relevant TCF production processes</li> <li>a.5. relevant measurement techniques and quality checking procedures</li> <li>a.6. workplace procedures</li> <li>a.7. reporting procedures</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. interpret work instructions, specifications, standards and patterns appropriate to the assessee's work</li> <li>b.2. carry out relevant visual inspections of materials, component parts and final products</li> <li>b.3. carry out relevant physical measurements</li> <li>b.4. maintain accurate work records in accordance with procedures</li> <li>b.5. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.6. meet work specifications</li> <li>b.7. communicate effectively within defined workplace procedures</li> <li>b.8. interpret and apply defined procedures</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated TCF production situations including areas, materials, equipment, and information on work specifications/patterns, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. interpreting work instructions, specifications, standards and patterns appropriate to the assessee's work</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements within defined procedures</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of specified equipment used and work processes</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. quality procedures</li> <li>b.2. hazard policies and procedures including codes of practice relevant to their job within defined procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. waste, pollution and recycling management processes within defined procedures</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	1	2	1	2	2



## LMTHRGN-03A Participate in staffing processes

Field: Human Resources

This unit covers the skills and knowledge required to participate in staffing processes in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Advise on staffing requirements	<ul style="list-style-type: none"> <li>a. Need for replacement or additional staff is received and conveyed to appropriate person in accordance with enterprise procedures</li> <li>b. Role of new employee/team member is identified and confirmed</li> <li>c. Selection criteria are recommended and discussed with nominated recruitment person</li> <li>d. Position description is drafted or modified to reflect needs of the position and submitted for approval</li> </ul>
2. Participate in recruitment processes	<ul style="list-style-type: none"> <li>a. Assistance in preparation and circulation of position advertisement is provided in accordance with enterprise procedures</li> <li>b. Applications are received and recorded, as appropriate</li> <li>c. A shortlist of suitable applicants is prepared in consultation with interview panel or a nominated person</li> <li>d. Interviews are arranged and conducted in accordance with enterprise procedures</li> <li>e. Candidates are notified of the outcome in accordance with enterprise procedures</li> </ul>
3. Induct employees	<ul style="list-style-type: none"> <li>a. Enterprise induction program for the successful candidate is arranged and conducted</li> <li>b. Employment documentation is processed to meet enterprise and legislative requirements</li> </ul>
4. Maintain records	<ul style="list-style-type: none"> <li>a. Staffing records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves participation in staffing in a TCF enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in staffing processes</li> <li>c. Work is assessed in accordance with statutory and industrial requirements and company staffing policy and procedures</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation in a TCF sector</li> <li>b. Recruitment processes may include:               <ul style="list-style-type: none"> <li>b.1. determining/confirming need for additional or replacement staff</li> <li>b.2. identifying selection criteria</li> <li>b.3. preparing position description</li> <li>b.4. assisting in selection processes</li> <li>b.5. conducting/arranging induction programs</li> </ul> </li> <li>c. TCF staffing areas may include:               <ul style="list-style-type: none"> <li>c.1. textile production</li> <li>c.2. clothing production</li> <li>c.3. footwear production</li> <li>c.4. early stage wool processing</li> <li>c.5. cotton ginning</li> <li>c.6. hide/skin/leather production</li> <li>c.7. headwear production and millinery</li> <li>c.8. canvas and sails production</li> <li>c.9. laundry operations</li> <li>c.10. dry cleaning operations</li> </ul> </li> <li>d. The competencies are applied under general guidance on progress and outcomes</li> <li>e. Data recording may involve use of keyboard or manual recording applications</li> <li>f. Interaction may occur with other departments</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Organisation work plans</li> <li>b. Staffing policies and other documentation</li> <li>c. Organisational or external personnel</li> <li>d. Work scheduling documentation</li> <li>e. Job specifications</li> <li>f. Relevant industrial award and/or enterprise agreement</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to staffing processes</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice includes staffing procedures</li> <li>d. Extent of staffing requirements dependent on production requirements and workplace arrangements within the enterprise</li> <li>e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>f. Communication may be oral, written or visual</li> <li>g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Industrial and occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. identify/confirm requirements for new team position</li> <li>a.2. draft/modify job vacancy advertisement</li> <li>a.3. assist in selection processes</li> <li>a.4. arrange/conduct staff induction programs to reflect the enterprise' policy</li> <li>a.5. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. applicable industrial relations and anti-discrimination legislation and codes of practice</li> <li>a.2. the significance of equal employment opportunity principles and practices for selection of staff</li> <li>a.3. literacy levels and communication skills of work group members and consequent suitable communication techniques Workplace procedures and reporting/recording processes</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. ensure organisational goals related to staffing policies are maintained</li> <li>b.2. assist in following correct procedures for interviewing and selecting staff</li> <li>b.3. work individually, or under the guidance of, or as a member of a team with specialist recruitment staff or managers</li> <li>b.4. communicate effectively within the workplace and document and transfer information</li> <li>b.5. interpret and carry out established procedures</li> <li>b.6. communicate effectively with individuals, work groups and supervisors</li> <li>b.7. maintain records and document and transfer information</li> <li>b.8. interpret and carry out established procedures</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated staffing situations in a TCF context b. This includes real or simulated work areas and information on job specifications, relevant staffing procedures and industrial relations requirements, quality standards, and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. implementing staffing processes or procedures</li> <li>a.2. identifying contingencies</li> <li>a.3. completing tasks</li> <li>a.4. identifying and implementing improvements</li> <li>a.5. ensuring safety standards are followed</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. relevant policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	1	3	1

**LMTHRGN-08A Follow defined OH&S policies and procedures**

Field: Human Resources

This unit covers the knowledge and skills required to follow defined occupational health and safety procedures relating to the work being undertaken, in order to ensure own safety and that of others in the workplace.

ELEMENT	PERFORMANCE CRITERIA
1. Identify and follow workplace procedures for hazard identification and risk control	<ul style="list-style-type: none"><li>a. Hazards in the work area are recognised and reported to designated personnel according to workplace procedures</li><li>b. Workplace procedures and work instructions for controlling risks are identified and followed accurately</li><li>c. Workplace procedures for dealing with accidents, fire and emergencies are known and followed</li></ul>
2. Contribute to participative arrangements for the management of occupational health and safety	<ul style="list-style-type: none"><li>a. Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant occupational health and safety legislation</li><li>b. Contributions are made to participative arrangements for occupational health and safety management in the workplace within workplace procedures and scope of responsibilities</li></ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Limited discretion, initiative and judgement may be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in a variety of environments such as:               <ul style="list-style-type: none"> <li>a.1. operational workplace activities</li> <li>a.2. restricted spaces</li> <li>a.3. hazardous, controlled or exposed conditions</li> <li>a.4. day or night operations</li> </ul> </li> <li>b. Work conducted in large scale, medium or small business situations</li> <li>c. Exposure to chemicals, other harmful substances, machinery and equipment including:               <ul style="list-style-type: none"> <li>c.1. chemicals, dangerous or other hazardous substances</li> <li>c.2. load shifting equipment such as overhead cranes, forklifts</li> <li>c.3. production machinery and equipment</li> <li>c.4. inflammable materials and fire hazards</li> <li>c.5. manual handling of materials and equipment</li> <li>c.6. waste management and disposal</li> <li>c.7. extremes in weather conditions</li> <li>c.8. variations in lighting levels</li> <li>c.9. a range of floor surfaces</li> <li>c.10. water hazards</li> <li>c.11. traffic flow, vehicle and equipment operation</li> <li>c.12. a range of storage areas</li> </ul> </li> <li>d. Personnel in work area may include enterprise personnel, site visitors, contractors, official representatives</li> <li>e. Hazard identification may include:               <ul style="list-style-type: none"> <li>e.1. checking machinery/equipment and/or work area before and during work</li> <li>e.2. workplace inspections</li> <li>e.3. housekeeping</li> </ul> </li> <li>f. Participative arrangements may include:               <ul style="list-style-type: none"> <li>f.1. formal and informal meetings</li> <li>f.2. occupational health and safety committees</li> <li>f.3. health and safety representatives</li> <li>f.4. suggestions, requests, reports and concerns put forward by employees</li> </ul> </li> <li>g. Risk control may include:               <ul style="list-style-type: none"> <li>g.1. isolation procedures</li> <li>g.2. machine guards and safety devices</li> <li>g.3. traffic and pedestrian flow regulation</li> </ul> </li> </ul>
3. Source of information/documents may include	<ul style="list-style-type: none"> <li>a. Goods identification numbers, codes and manifests</li> <li>b. Machine/equipment manufacturer's specifications and instructions</li> <li>c. Enterprise operating procedures including:               <ul style="list-style-type: none"> <li>c.1. hazard policies and procedures</li> <li>c.2. emergency, fire and accident procedures</li> <li>c.3. machine/equipment operating procedures</li> <li>c.4. personal safety procedures, including personal protective clothing and equipment</li> <li>c.5. risk/hazard identification and reporting procedures</li> <li>c.6. issue resolution procedures</li> <li>c.7. work instructions</li> <li>c.8. Materials safety data sheets</li> </ul> </li> <li>d. Codes of practice</li> <li>e. Consultative processes for occupational health and safety</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. occupational health and safety</li> <li>b.3. Federal or State/Territory legislation</li> </ul> </li> <li>c. Reporting actions include written and verbal communication in accordance with workplace policies and procedures</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. recognise and report hazard to designated personnel</li> <li>a.2. accurately follow workplace procedures relevant to controlling risks in the workplace</li> <li>a.3. communicate about hazards and risks in the workplace.</li> </ul>
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with other units that form part of a job role, such as a unit of competency relating to the operation of plant and equipment
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. rights and responsibilities of parties under occupational health and safety legislation, regulations and codes of practice</li> <li>a.2. workplace occupational health and safety policies and procedures related to the job role or function</li> <li>a.3. workplace emergency and evacuation procedures</li> <li>a.4. the meaning of occupational health and safety signs and symbols</li> <li>a.5. workplace reporting procedures in regard to risks, hazards and accidents</li> <li>a.6. location and use of necessary safety equipment, including personal protective equipment</li> <li>a.7. safe operating procedures for relevant machinery/equipment</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. identify and apply risk control measures</li> <li>b.2. identify and report workplace hazards</li> <li>b.3. follow workplace procedures for accidents and emergency situations</li> <li>b.4. carry out work, including the operation of relevant machinery/equipment, according to workplace occupational health and safety procedures</li> </ul>
4. Resource implications	a. Access to policies, procedures and information on occupational health and safety b. Access to support personnel, engineering controls and personal protective equipment c. Access to relevant work areas for identification of hazards and control measures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. completing tasks</li> <li>a.2. identifying improvements</li> <li>a.3. applying safety precautions relevant to the task</li> <li>a.4. checking equipment and work area prior to the task</li> <li>a.5. using personal protective equipment</li> <li>a.6. identifying and reporting potential problems</li> </ul> b. Action taken promptly, accidents and incidents reported in accordance with statutory and enterprise requirements c. Recognises and appropriately deals with cultural differences in the workplace, including modes of behaviour and interactions among staff and others d. Work completed systematically with attention to detail and without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	2	2	2	2

## LMTHRGN-09A Implement and monitor OH&amp;S in the workplace

Field: Human Resources

This unit covers the knowledge and skills required to implement and monitor the organisation's occupational health and safety policies, procedures and programs in the relevant work area.

ELEMENT	PERFORMANCE CRITERIA
1. Provide information to the work group about occupational health and safety policies, procedures and programs	<ul style="list-style-type: none"> <li>a. Relevant provisions of occupational health and safety legislation and codes of practice are accurately and clearly explained to the work group</li> <li>b. Information on the organisation's occupational health and safety policies, procedures and programs is provided in a readily accessible manner, and is accurately and clearly explained to the work group</li> <li>c. Information about identified hazards and the outcomes of risk assessment and risk control procedures is regularly provided, and is accurately and clearly explained to the work group</li> </ul>
2. Implement and monitor participative arrangements for the management of occupational health and safety	<ul style="list-style-type: none"> <li>a. Organisational procedures for consultation over occupational health and safety issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute</li> <li>b. Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution in accordance with workplace procedures</li> <li>c. The outcomes of consultation over occupational health and safety issues are made known to the work group promptly</li> </ul>
3. Implement and monitor the organisation's procedures for identifying hazards and assessing risks	<ul style="list-style-type: none"> <li>a. Existing and potential hazards in the work area are identified and reported so that risk assessment and risk control procedures can be applied</li> </ul>
4. Implement and monitor the organisation's procedures for controlling risks	<ul style="list-style-type: none"> <li>a. Work procedures to control risks are implemented and adherence to them by the work group is monitored in accordance with workplace procedures</li> <li>b. Existing risk control measures are monitored and results reported regularly in accordance with workplace procedures</li> <li>c. Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and reported to designated personnel</li> <li>d. Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated personnel</li> </ul>
5. Implement and monitor the organisation's procedures for dealing with hazardous events	<ul style="list-style-type: none"> <li>a. Workplace procedures for dealing with hazardous events are implemented whenever necessary to ensure that prompt control action is taken</li> <li>b. Hazardous events are investigated to identify their cause in accordance with investigation procedures</li> <li>c. Control measures to prevent recurrence and minimise risks of hazardous events are implemented based on the hierarchy of control (if within scope of responsibilities and competencies), or referred to designated personnel for implementation</li> </ul>
6. Implement and monitor the organisation's procedures for providing occupational health and safety training	<ul style="list-style-type: none"> <li>a. Occupational health and safety training needs are identified accurately, specifying gaps between occupational health and safety competencies required and those held by work group members</li> <li>b. Arrangements are made for fulfilling identified occupational health and safety training needs in both on and off the job training programs in consultation with relevant parties</li> </ul>
7. Implement and monitor the organisation's procedures for maintaining occupational health and safety records	<ul style="list-style-type: none"> <li>a. Occupational health and safety records for work area are accurately and legibly completed in accordance with workplace and legal requirements</li> <li>b. Aggregate information from the area's occupational health and safety records is used to identify hazards and monitor risk control procedures within work area, according to organisational procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves implementing and monitoring OH&amp;S policies and procedures within a work area</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in a variety of environments such as:               <ul style="list-style-type: none"> <li>a.1. operational workplace activities</li> <li>a.2. restricted spaces</li> <li>a.3. hazardous, controlled or exposed conditions</li> <li>a.4. day or night operations</li> </ul> </li> <li>b. Work conducted in large scale, medium or small business situations</li> <li>c. Exposure to chemicals, other harmful substances, movements of equipment, goods and vehicles, operation of machinery</li> <li>d. OH&amp;S training may include:               <ul style="list-style-type: none"> <li>d.1. induction training</li> <li>d.2. specific hazard training</li> <li>d.3. specific task or equipment training</li> <li>d.4. emergency or evacuation training</li> </ul> </li> <li>e. Hazard identification and risk assessment may include:               <ul style="list-style-type: none"> <li>e.1. checking machinery/equipment and/or work area before and during work</li> <li>e.2. workplace inspections</li> <li>e.3. housekeeping</li> <li>e.4. audits</li> <li>e.5. job and work system assessment</li> <li>e.6. reviews of OH&amp;S records and registers</li> <li>e.7. maintenance of plant and equipment</li> </ul> </li> <li>f. Risk control may include:               <ul style="list-style-type: none"> <li>f.1. elimination of the risk</li> <li>f.2. engineering controls</li> <li>f.3. administrative controls</li> <li>f.4. personal protective equipment</li> </ul> </li> <li>g. Participative arrangements may include:               <ul style="list-style-type: none"> <li>g.1. formal and informal meetings</li> <li>g.2. occupational health and safety committees</li> <li>g.3. health and safety representatives</li> <li>g.4. suggestions, requests, reports and concerns put forward by employees</li> </ul> </li> </ul>
3. Source of information/documents may include	<ul style="list-style-type: none"> <li>a. Goods identification numbers, codes and manifests</li> <li>b. Machine/equipment manufacturer's specifications and instructions</li> <li>c. Enterprise operating procedures including:               <ul style="list-style-type: none"> <li>c.1. hazard policies and procedures</li> <li>c.2. emergency, fire and accident procedures</li> <li>c.3. machine/equipment operating procedures</li> <li>c.4. personal safety procedures, including personal protective clothing and equipment</li> <li>c.5. risk/hazard identification and reporting procedures</li> <li>c.6. issue resolution procedures</li> <li>c.7. work instructions</li> </ul> </li> <li>d. Materials safety data sheets</li> <li>e. Codes of practice</li> <li>f. Consultative processes for occupational health and safety</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. occupational health and safety</li> <li>b.3. Federal or State/Territory legislation</li> </ul> </li> <li>c. Consultative processes may involve:               <ul style="list-style-type: none"> <li>c.1. staff members</li> <li>c.2. management</li> <li>c.3. union representatives</li> <li>c.4. industrial relations, OH&amp;S specialists</li> <li>c.5. other professional or technical staff</li> </ul> </li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. locate, interpret and apply relevant information, including OH&amp;S legislation and codes of practice</li> <li>a.2. apply organisational management systems and procedures to occupational health and safety</li> <li>a.3. apply risk management procedures, including hazard identification, risk assessment and risk control</li> <li>a.4. maintain relevant workplace records</li> <li>a.5. convey information in written and oral form</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed in conjunction with other units that form part of a job role, such as a unit of competency relating to workplace training</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. the provisions of occupational health and safety legislation, regulations and codes of practice</li> <li>a.2. principles and practices of effective OH&amp;S management</li> <li>a.3. hazards that exist in the workplace</li> <li>a.4. organisational OH&amp;S management systems, policies and procedures</li> <li>a.5. the characteristics and composition of the workforce that may impact on OH&amp;S management</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. analyse the work environment in order to identify hazards, assess risks and judge when intervention to control risks is necessary</li> <li>b.2. analyse relevant workplace data to identify hazards, assess risks and evaluate the effectiveness of risk control measures</li> <li>b.3. assess the resources needed to apply different risk control measures and make recommendations to management on that basis</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to occupational health and safety legislation, regulations and codes of practice</li> <li>b. Access to enterprise OH&amp;S policies and procedures</li> <li>c. Access to support personnel, engineering controls and personal protective equipment</li> <li>d. Access to relevant work areas for identification of hazards and control measures</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. negotiating with staff, contractors and others to implement OH&amp;S procedures</li> <li>a.7. monitoring and reporting on hazards and risk management</li> <li>a.8. recommending improvements to work systems</li> </ul> </li> <li>b. Recognises and appropriately deals with cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace environment</li> </ul>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	3	3	3	3	3

## LMTHRGN-01A Perform one-on-one training on the job

Field: Human Resources

This unit encompasses the skills and knowledge required to develop task skills of a trainee or employee through on-the-job training.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for on-the-job training	<ul style="list-style-type: none"> <li>a. Specific task skills to be developed are identified and confirmed through consultation with appropriate personnel</li> <li>b. On-the-job training activities are developed in relation to identified skill needs and workplace performance requirements</li> <li>c. Training approaches are developed suited to the needs of the trainee/employee and the work environment</li> <li>d. Training activities are discussed and clarified with the trainee/employee</li> </ul>
2. Demonstrate task skills	<ul style="list-style-type: none"> <li>a. Task performance requirements, quality standards and OH&amp;S requirements are explained clearly to trainee/employee</li> <li>b. Steps, processes and operations required are described and demonstrated to the trainee/employee</li> <li>c. Trainees/employees are encouraged to clarify their understanding of task, processes and performance requirements</li> </ul>
3. Provide opportunities for practice	<ul style="list-style-type: none"> <li>a. Practice opportunities are supported to ensure the trainee/employee achieves the tasks and skills required</li> <li>b. Progress of trainee/employee on the job is monitored during on-the-job training</li> <li>c. Feedback is given to trainee/employee, and to other relevant personnel, on their progress and performance</li> <li>d. Trainee/employee is encouraged to assess their own progress</li> <li>e. Provision is made for suitable additional training activity, as required, based on training progress</li> </ul>
4. Review training	<ul style="list-style-type: none"> <li>a. Performance of trainee/employee is reviewed and further practice needs are identified, as required</li> <li>b. Progress of trainee/employee is reported to appropriate personnel, as required, according to enterprise requirements</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves activities associated with the development of task skills through one-on-one, on-the-job training</li> <li>b. Limited discretion, initiative and judgement may be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in a variety of environments, such as:               <ul style="list-style-type: none"> <li>a.1. operational workplace activities</li> <li>a.2. restricted space</li> <li>a.3. hazardous, controlled or exposed conditions</li> </ul> </li> <li>b. Relevant information to identify task skills may include industry/enterprise competency standards or other performance measures, industry/workplace training practices, job descriptions, standard operating and/or other workplace procedures</li> <li>c. Appropriate personnel to report to or liaise with may include team leaders/supervisors/technical experts, managers/employers, training and assessment coordinators</li> <li>d. Training activities and opportunities for practice generally include demonstrations, on-the-job training in a one-to-one setting</li> <li>e. Characteristics of the trainee may include information relating to language, literacy and numeracy needs, cultural, language and educational background, gender, physical ability, level of confidence, age, previous experience with the task and associated processes</li> <li>f. Resources for training may include workplace location, machines, equipment and materials, workplace personnel, OH&amp;S and other workplace requirements, enterprise/industry standard operating procedures</li> <li>g. Production processes and associated machines/equipment include those generally operating in specific enterprises with a sector of the TCF industry</li> <li>h. Exposure to chemicals, dangerous or other hazardous substances</li> <li>i. Data recording, either using keyboard or manual recording applications</li> <li>j. Interaction/interface with other departments</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Industry/enterprise competency standards or other performance measures</li> <li>b. Industry/workplace training resources and practices</li> <li>c. Job descriptions</li> <li>d. Job procedures</li> <li>e. Standard operating and/or other workplace procedures</li> <li>f. Machine/equipment manufacturers' specifications and instructions</li> <li>g. Organisational or external personnel</li> <li>h. Quality standards</li> <li>i. OH&amp;S and environmental standards</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the development of task skills through one-on-one, on-the-job training</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice including the storage, safe handling and disposal of chemicals</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ol style="list-style-type: none"> <li>a.1. describe specific training needs and required task skills</li> <li>a.2. outline training activities and steps</li> <li>a.3. identify resources required to support the on-the-job training activity</li> <li>a.4. gather evidence to monitor trainee's/employee's progress</li> <li>a.5. review training activity</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. report outcomes</li> </ol>
2. Interdependent assessment of units	a. This unit may be assessed independently or in conjunction with other units that form part of a job function
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> <li>a.1. task skills and associated processes and standards associated with the training activity</li> <li>a.2. workplace application of the relevant skills</li> <li>a.3. evidence required to assess performance and progress</li> <li>a.4. delivery of on-the-job training</li> <li>a.5. quality assurance standards and procedures</li> <li>a.6. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> </ol> b. Underpinning skills to: <ol style="list-style-type: none"> <li>b.1. correctly use equipment and any other processes and procedures appropriate to the training activity</li> <li>b.2. communicate appropriately, consistent with the culture of the workplace and trainee/employee</li> <li>b.3. handle, ethically, performance issues</li> <li>b.4. apply language, literacy and numeracy skills suited to trainee/employee</li> <li>b.5. analyse and record results in accordance with enterprise procedures</li> <li>b.6. carry out work in accordance with OH&amp;S policies and procedures</li> </ol>
4. Resource implications	a. Access is required to real or appropriately simulated situations of one-on-one, on-the-job training, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> <li>a.1. organising processes and resources</li> <li>a.2. interpreting training specifications</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> </ol> b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ol> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment b. Competence should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	2	1	2	3

## LMTHRGN-02A Work in a team environment

Field: Human Resources

This unit encompasses the skills and knowledge to operate in a work based team environment.

ELEMENT	PERFORMANCE CRITERIA
1. Determine team role and scope	<ul style="list-style-type: none"> <li>a. The role and scope of the team is identified from available information</li> <li>b. Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources</li> </ul>
2. Identify own role and responsibility within team	<ul style="list-style-type: none"> <li>a. Own role and responsibilities within the team environment identified</li> <li>b. Roles and responsibility of other team members identified and recognised</li> <li>c. Reporting relationships within team and external to team identified</li> </ul>
3. Plan team activities	<ul style="list-style-type: none"> <li>a. Contribute to the development of team work plans based on an understanding of roles and parameters of team and own skills and competencies</li> </ul>
4. Operate as a team member	<ul style="list-style-type: none"> <li>a. Effective and appropriate forms of communication used and interactions undertaken with team members who contribute to known team activities and objectives</li> <li>b. Effective and appropriate contributions made to complement team activities and objectives, based on own skills and competencies</li> <li>c. Team agreed reporting lines followed using standard operating procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves activities associated with working in a team environment within enterprises within specific sectors of the TCF Industry</li> <li>b. Limited discretion, initiative and judgement may be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in a variety of environments, such as:               <ul style="list-style-type: none"> <li>a.1. operational workplace activities</li> <li>a.2. restricted space</li> <li>a.3. hazardous, controlled or exposed conditions</li> </ul> </li> <li>b. Customers may be internal or external</li> <li>c. Work may be undertaken in various work environments</li> <li>d. Production processes and associated machines/equipment include those generally operating in the specific sector/enterprise of the TCF industry</li> <li>e. Exposure to chemicals, dangerous or other hazardous substances</li> <li>f. Data recording, either using keyboard or manual recording applications</li> <li>g. Interaction/interface with other departments</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Standard operating and/or other workplace procedures</li> <li>b. Job procedures</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Organisational or external personnel</li> <li>e. Client/supplier instructions</li> <li>f. Quality standards</li> <li>g. OH&amp;S and environmental standards</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices associated with working in a team environment within enterprises within specific sectors of the TCF Industry</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice including the storage, safe handling and disposal of chemicals</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. locate, interpret and apply relevant information</li> <li>a.2. operate in a team to complete workplace activity</li> <li>a.3. work effectively with others</li> <li>a.4. convey information in written or oral form</li> <li>a.5. select and use appropriate workplace language</li> <li>a.6. follow designated work plan for the job</li> <li>a.7. apply workplace health and safety policies in work operations</li> <li>a.8. report outcomes</li> </ul>
2. Interdependent assessment of units	a. This unit may be assessed independently or in conjunction with other units that form part of a job function
3. Required knowledge and skills	a. Underpinning knowledge and skills in terms of job function or role: <ul style="list-style-type: none"> <li>a.1. operation of work systems, equipment and management, site and organisational operating procedures</li> <li>a.2. impact of job on enterprise and team and individual performance</li> <li>a.3. providing support to other team members</li> <li>a.4. modifying activities depending on team requirements and workplace contexts</li> <li>a.5. communicate appropriately, consistent with the culture of the workplace</li> <li>a.6. handle performance issues ethically</li> <li>a.7. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.8. carry out work in accordance with OH&amp;S policies and procedures</li> </ul>
4. Resource implications	a. Access is required to real or appropriately simulated situations working in a team environment within enterprises within specific sectors of the TCF Industry, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment b. Competence should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	2	1	2	2