



LMT00

Textiles, Clothing and Footwear

Training Package

Volume 11 of 19
Hide, Skin and Leather

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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
Volume 10	Leather Goods Production
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:

- LMT21306 Certificate II in Hide, Skin and Leather
- LMT31006 Certificate III in Hide, Skin and Leather
- LMT40606 Certificate IV in Hide, Skin and Leather

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'.

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LMTPDHL-01A Organise and interpret tests

Field: Product Development

This unit covers the skills required for organising routine tests and interpreting results associated with product development. It could involve a range of testing and sampling procedures.

ELEMENT	PERFORMANCE CRITERIA
1. Organise routine tests	<ul style="list-style-type: none">a. Testing requirements are confirmed against enterprise proceduresb. Tests are organised to ensure compliance with requirements, including sampling and relevant equipmentc. Participation in testing processes occurs, where required
2. Interpret test results	<ul style="list-style-type: none">a. Test results are collated and analysed in accordance with enterprise proceduresb. Outcomes are interpreted against process or product requirementsc. Action is taken, where required, on the test results
3. Report on tests	<ul style="list-style-type: none">a. Outcomes are recorded and reported in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles c. Products/materials include: <ul style="list-style-type: none"> c.1. hide, skin and/or leather products c.2. related raw materials d. Tests would relate to product or process testing for : <ul style="list-style-type: none"> d.1. viability d.2. quality control e. Testing procedures include: <ul style="list-style-type: none"> e.1. stretch, wear, cracking, colour, gloss, softness, handle, texture e.2. light fastness, colour fastness, heat fastness e.3. tensile characteristics, flexibility f. Organising the routine tests could include: <ul style="list-style-type: none"> f.1. confirmation of requirements f.2. determining sampling procedures f.3. selecting relevant equipment, including laboratory equipment f.4. liaising with specialist technicians f.5. development related tests g. Interpretation of test results may relate to: <ul style="list-style-type: none"> g.1. collation of data g.2. analysis of information g.3. interpreting outcomes and development of related tests g.4. liaising with specialist technicians h. Manual handling may include: <ul style="list-style-type: none"> h.1. skins h.2. hides h.3. leather h.4. equipment i. Data recording may include: <ul style="list-style-type: none"> i.1. keyboard i.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Dockets, tags or other identification b. Organisation work orders c. Test equipment manufacturers' specifications and instructions d. Regulatory and enterprise safety procedures e. Quality assurance manuals f. Organisational or external personnel g. Transfer documentation h. Test requests i. Data collected from tests j. Codes/symbols k. Quality and Australian standards and procedures l. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to testing and sampling procedures b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. confirm testing requirements a.2. conducting or arranging tests a.3. analyse test results and interpret outcomes against requirements
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"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. the elements and principles of testing and how they can be used to assist in assessing the quality of raw materials and development of products a.4. precautions to be taken when tests are being conducted, including hazard identification a.5. product and process specifications, a.6. characteristics of raw materials and their properties, including chemicals, dyes, etc. a.7. safety and environmental aspects of relevant enterprise activities a.8. workplace procedures and reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. conduct relevant tests b.2. assemble information b.3. identify/take samples b.4. report test outcomes b.5. maintain accurate records of test results b.6. carry out safe handling procedures b.7. communicate effectively within the workplace b.8. identify, interpret and assess procedures b.9. analyse and evaluate information b.10. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, testing requirements, materials/equipment, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. relevant guidelines relating to safe use of equipment b.5. quality procedures (where existing) b.6. security procedures b.7. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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	2	2	2

LMTPDHL-02A Select and test raw materials

Field: Product Development

This unit covers the skills required for the selection and testing of raw materials. It could involve the selection of raw materials associated with product development, production and/or quality assurance.

ELEMENT	PERFORMANCE CRITERIA
1. Select raw materials	<ul style="list-style-type: none">a. Requirements for the selection of raw materials are confirmed in accordance with enterprise proceduresb. Clarification of the requirements occurs, if necessaryc. Raw materials appropriate for the designated use are selected in accordance with enterprise procedures
2. Test raw materials	<ul style="list-style-type: none">a. Required test and relevant equipment are identified or selected to ensure the requirements are metb. Selected raw materials are tested for suitability in accordance with quality standards and enterprise procedures
3. Report on raw materials	<ul style="list-style-type: none">a. Test results are collated and analysed against required specifications and in accordance with enterprise proceduresb. Data is interpreted against requirementsc. Outcomes are reported in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles c. Selection of raw materials may relate to: <ul style="list-style-type: none"> c.1. confirmation/clarification of requirements c.2. the range of raw materials used within the enterprise c.3. activities associated with product development, production and quality assurance d. Testing raw materials may include: <ul style="list-style-type: none"> d.1. selection d.2. testing for suitability d.3. determining sampling procedures d.4. quality d.5. selecting relevant equipment, where required d.6. liaising with specialist technicians e. Testing processes include: <ul style="list-style-type: none"> e.1. collation of data e.2. data analysis/interpretation e.3. recording and reporting e.4. liaising with specialist technicians f. Manual handling may include: <ul style="list-style-type: none"> f.1. skins f.2. hides f.3. leather f.4. equipment f.5. chemicals g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Dockets, tags or other identification b. Organisation work orders c. Regulatory and enterprise safety procedures d. Quality assurance manuals e. Organisational or external personnel f. Transfer documentation g. Suppliers instructions h. Test requests i. Test equipment manufacturers' specifications and instructions j. Data collected from tests k. Codes/symbols l. Quality and Australian standards and procedures m. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to selection of raw materials b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ol style="list-style-type: none"> confirm/clarify requirements select appropriate raw materials check selected raw materials for suitability analyse test data against specifications
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: <ol style="list-style-type: none"> relevant OH&S legislation, codes of practice, policies and procedures industry and product processes and equipment characteristics of raw materials, their properties and any relevant hazards in handling, including chemicals, dyes, etc. selection and testing requirements of raw materials and the elements and principles of testing raw materials precautions to be taken when tests are being conducted, including hazard identification product and process specifications, safety and environmental aspects of relevant enterprise activities workplace procedures and reporting processes b. Underpinning skills to: <ol style="list-style-type: none"> use test equipment effectively, including all relevant quality and safety procedures assemble information report test outcomes maintain accurate records of test results carry out safe handling procedures communicate effectively within the workplace identify, interpret and assess procedures analyse and evaluate information document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, testing requirements, materials/equipment, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> establishing plans describing consequences completing tasks identifying improvements applying safety precautions relevant to the task assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> hazard policies and procedures, including codes of practice issue resolution procedures job procedures and work instructions relevant guidelines relating to safe use of equipment quality procedures (where existing) security procedures waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation 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 workplace

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	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.

1. ELEMENT	PERFORMANCE CRITERIA
2. Determine production requirements	a. Projected quantity and quality requirements, standard times and production capacities are identified b. Production process and material handling options are identified c. Resources required for the project or production order are established
3. Prioritise work	a. Work is prioritised taking into account production demands, customer requests/requirements and efficiency standards of the enterprise
4. Sequence production	a. Steps required for the process are identified ensuring most efficient use of resources b. Documentation is prepared in accordance with enterprise procedures
5. Organise team and resources	a. Work team is selected and organised in accordance with enterprise procedures b. Facility, equipment and material and resources required for the production process are identified and organised in accordance with the production schedule
6. Implement and monitor work flow	a. Work flow is monitored to ensure production schedule is maintained b. Methods are implemented to ensure that work is directed to each work area or location as required, and potential congestion areas are identified c. Troubleshooting occurs on a regular basis in response to breakdowns, absenteeism and other factors
7. Implement variations to production plan	a. Systematic implementation of variations to the production plan are coordinated to ensure production meets the schedule and specifications b. Work is re-allocated in accordance with production priorities, where required c. Inefficiencies are identified and dealt with in accordance with enterprise/production procedures d. Team or individual responsibilities are defined and communicated
8. 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"> a. Work involves determining, planning, implementing and monitoring production work flow within a work team in a TCF enterprise b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions b. Product schedule may include plant layout/machine involvement and personnel required for particular operations c. TCF production areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. The competencies are applied under general guidance on progress and outcomes e. Knowledge and skills are applied to a wide range of tasks and/or roles f. The competencies are used within routines, methods and procedures g. Operations may cover various time scales to reflect seasonal planning h. Production planning may relate to: <ul style="list-style-type: none"> h.1. establishing an overall plan for manufacture/product delivery h.2. repetitive production runs h.3. short runs h.4. quick changes h.5. a diversity of styles h.6. indent orders h.7. stock services replenishment i. Organisation systems may include: <ul style="list-style-type: none"> i.1. JIT i.2. VAM i.3. quick response i.4. quality circles i.5. team processes i.6. benchmarking j. Consultation may occur with suppliers and manufacturers k. Formal meeting situations or informal information exchange may occur between relevant personnel l. Exposure may occur to chemicals, dangerous or other hazardous substances m. Data recording may involve use of keyboard or manual recording applications n. Interaction may occur with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production orders b. Machine/equipment manufacturers' specifications and instructions c. Organisation work orders d. Production and planning policies and other documentation e. Organisational or external personnel f. Work scheduling documentation g. Job procedures h. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to planning and implementation of production for a work team b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data 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 h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

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"> a.1. establish production requirements a.2. prioritise work a.3. select/organise work team a.4. ensure efficiency of production schedule a.5. deal with inefficiencies a.6. apply workplace health and safety policies in production operations a.7. maintain accurate records
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: <ol style="list-style-type: none"> a.1. work organisation systems and workplace organisation features a.2. production planning processes, such as material supply, etc. a.3. safety and environmental aspects of relevant enterprise activities a.4. workplace procedures a.5. reporting processes a.6. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ol style="list-style-type: none"> b.1. interpret and use data from a range of sources b.2. sequence production b.3. monitor workflow b.4. organise resources b.5. respond to breakdowns, absenteeism, etc. b.6. coordinate variations to production plan b.7. communicate effectively within the workplace b.8. interpret and carry out established procedures b.9. document and transfer information
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: <ol style="list-style-type: none"> a.1. planning and selecting appropriate processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes 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	a. Product specifications are interpreted correctly in relation to machine setting requirements b. Machine is set in accordance with product specifications, machine manufacturer's instructions and enterprise procedures
2. Conduct sample runs	a. Material to be used for sampling is obtained b. Machine is operated in accordance with manufacturer's and enterprise instructions to produce a specified sample
3. Organise sample quality testing	a. Sample is tested, or the test is organised, in accordance with enterprise procedures to ensure required standards of quality are met
4. Readjust machine settings to meet requirements	a. Test results are interpreted to determine adjustment requirements b. Adjustment changes are assessed in accordance with product and machine specifications c. Appropriate production personnel are informed of the availability of the newly set up machine in accordance with workplace procedures
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"> a. Work involves the setting up of machines for production changes in a TCF enterprise. b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions c. TCF production areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise e. Machines/equipment may include: <ul style="list-style-type: none"> e.1. any machine typically used in the TCF sector concerned e.2. microprocessor or computer controlled machines e.3. both production and facility equipment used in the enterprise f. The extent of machine set up will be dependent on the equipment, production requirements and workplace arrangements in each enterprise g. The competencies are applied under general guidance on progress and outcomes h. Knowledge and skills are applied to a wide range of tasks and/or roles i. The competencies are used within routines, methods and procedures
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production orders b. Machine/equipment manufacturers' specifications and instructions c. Organisation work orders d. Production and planning policies and other documentation e. Organisational or external personnel f. Work scheduling documentation g. Job procedures h. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the setting up of machines for production changes in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data 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 h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

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

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"> a. Projected requirements regarding stock supplies, product quantities, quality and delivery schedules are confirmed b. Identified issues and problems concerning projected requirements are reported and/or resolved in collaboration with relevant personnel as per workplace procedures
2. Gather specific production information	<ul style="list-style-type: none"> a. Specific information relating to production capacity is obtained and/or confirmed b. Details of production line requirements regarding batch/run sizes and other relevant information are gathered and interpreted for use in production plan preparation c. Resources, supply requirements, availability of machines and personnel is identified and/or confirmed
3. Participate in planning meetings	<ul style="list-style-type: none"> a. Specific requirements for the meeting are confirmed b. Production data and other planning information is prepared, where required c. Information is contributed and discussed in accordance with meeting procedures d. Follow up action on meeting outcomes is taken in accordance with enterprise procedures
4. Maintain records	<ul style="list-style-type: none"> a. Production planning 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"> a. Work involves participation in production planning in a TCF enterprise b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions c. TCF production areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Product schedule may include plant layout/machine involvement and personnel required for particular operations e. The competencies are applied under general guidance on progress and outcomes f. Knowledge and skills are applied to a wide range of tasks and/or roles g. The competencies are used within routines, methods and procedures h. Operations may cover various time scales to reflect seasonal planning i. Production planning may relate to: <ul style="list-style-type: none"> i.1. establishing an overall plan for manufacture/product delivery i.2. repetitive production runs i.3. short runs i.4. quick changes i.5. a diversity of styles i.6. indent orders i.7. stock services replenishment j. Organisation systems may include: <ul style="list-style-type: none"> j.1. JIT j.2. VAM j.3. quick response j.4. quality circles, j.5. team processes j.6. benchmarking k. Consultation may occur with suppliers and manufacturers l. Planning meetings may relate to formal meeting situations or informal information exchange between relevant personnel m. Formal meeting situations or informal information exchange may occur between relevant personnel n. Exposure may occur to chemicals, dangerous or other hazardous substances o. Data recording may involve use of keyboard or manual recording applications p. Interaction may occur with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production orders b. Machine/equipment manufacturers' specifications and instructions c. Organisation work orders d. Production and planning policies and other documentation e. Organisational or external personnel f. Work scheduling documentation g. Job procedures h. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to planning and implementation of production for a work team b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data 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 h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

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"> a.1. confirm requirements for production a.2. assemble and interpret specific production information a.3. identify resources, supply requirements, machines, personnel, etc. a.4. contribute to interchange of information at planning meetings a.5. apply workplace health and safety policies in production operations a.6. maintain accurate records
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"> a.1. production processes, products and machines a.2. basic knowledge of fibres and fibre chemistry a.3. an understanding of work and workplace organisation systems a.4. safety and environmental aspects of relevant enterprise activities a.5. meeting procedures a.6. workplace procedures and reporting processes a.7. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. participate effectively in planning production b.2. interpret and use data from a range of sources b.3. apply all the relevant safety practices when working in the industry b.4. communicate effectively with individuals, work groups and supervisors b.5. maintain records and document and transfer information b.6. interpret and carry out established procedures
4. Resource implications	a. Access to real or appropriately simulated production planning situations in a TCF context 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"> a.1. planning and selecting appropriate processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes 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	2

LMTPRGN-05A Participate in product engineering

Field: Production

This unit covers the skills and knowledge required to participate in product engineering in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Identify and confirm specifications	a. Sample material or product is examined to confirm structure b. Detail of structure or composition is documented, where required, to assist in production planning
2. Identify options for production	a. Evaluation of material or product structure is conducted to identify options for production b. Options are assessed to determine most effective/efficient method of production, ensuring highest quality and yield from raw materials, and ease of production c. Options and recommendations are documented in accordance with enterprise procedures
3. Identify potential machine or production changes	a. Existing resources, machines, production techniques and scheduling arrangements are examined in relation to the production requirements b. Any potential requirements for change are identified and documented in accordance with enterprise procedures
4. Prepare cost estimates	a. Material requirements and economic batch sizes are identified b. Labour hours, times and other statistics required are identified and estimates made c. Available machine hours are determined and estimates made, where required d. Overall costs are estimated and documented in accordance with enterprise procedures
5. Maintain records	a. Production planning 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"> a. Work involves participation in product engineering in a TCF enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions c. The competencies apply to the range of activities associated with participation in product engineering as they relate to the enterprise d. TCF production areas may include: <ul style="list-style-type: none"> d.1. textile production d.2. clothing production d.3. footwear production d.4. early stage wool processing d.5. cotton ginning d.6. hide/skin/leather production d.7. headwear production and millinery d.8. canvas and sails production d.9. laundry operations d.10. dry cleaning operations e. Product engineering may occur in relation to repetitive production runs, short runs and quick changes f. Product engineering can relate to: <ul style="list-style-type: none"> f.1. fabrics f.2. fibres f.3. yarns f.4. design varieties f.5. weaves f.6. dyes f.7. finishes, etc. g. Organisation systems may include: <ul style="list-style-type: none"> g.1. JIT g.2. VAM g.3. quick response g.4. quality circles, g.5. team processes g.6. benchmarking h. Written bill of labour, order of work or plant sample may be used for cost estimating i. Calculations may be assessed by manual or computerised systems j. The competencies are applied under broad guidance k. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions l. The competencies are used independently within routine and non-routine situations
3. Sources of information/ documents may include	<ul style="list-style-type: none"> a. Production orders b. Machine/equipment manufacturers' specifications and instructions c. Organisation work orders d. Production and planning policies and other documentation e. Organisational or external personnel f. Work scheduling documentation g. Job procedures h. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to product engineering in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data 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 h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

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"> a.1. confirm specifications a.2. assess options for method of production a.3. establish potential machine/production changes a.4. estimate costs a.5. apply workplace health and safety policies in production operations a.6. maintain accurate records
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"> a.1. machines and their capabilities a.2. quality assurance processes; production processes and software a.3. products produced by the enterprise and material/fabric structure (techniques) a.4. work and workplace organisation systems a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures and reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. determine structure/composition of material or product b.2. make calculations, interpret and use data from various sources b.3. communicate effectively within the workplace b.4. select, interpret and apply procedures or processes b.5. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated product engineering situations in a TCF context 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"> a.1. planning and selecting appropriate processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes 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

LMTPRGN-08A Perform tasks to support production

Field: Production

This unit encompasses the range of manual tasks that are performed in support of the production process.

ELEMENT	PERFORMANCE CRITERIA
1. Perform general cleaning duties	<ul style="list-style-type: none"> a. Cleaning duties are clarified to establish requirements b. Personal safety equipment, where needed, is selected and used correctly in accordance with enterprise procedures c. Appropriate cleaning equipment and chemicals/ detergents for specific tasks are determined, prepared and mixed d. Procedures for handling and storage of cleaning liquids are assessed in accordance with enterprise or manufacturer's specifications e. Cleaning is assessed to meet enterprise requirements
2. Perform general duties and tasks	<ul style="list-style-type: none"> a. Tasks are performed as directed and clarified, where required, to establish requirements b. Relevant equipment and tools are organised and checked to confirm good working condition
1. Transfer, remove or supply materials and/or products where required	<ul style="list-style-type: none"> a. Requests are received, where relevant, tasks are organised, confirmed and recorded according to specified procedures b. Appropriate equipment for transferring material is identified and organised, where relevant c. Material is loaded and unloaded using suitable equipment (other than by forklift) in accordance with materials handling requirements, safe work practices and correct manual handling techniques d. Material is transferred to correct destination in a safe manner
2. Complete documentation	<ul style="list-style-type: none"> a. Documentation associated with tasks, where relevant, is accurately completed to meet required enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves a range of manual tasks which support the production process. b. Competence must be demonstrated in working to defined procedures/methods either individually or in a team environment c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in a variety of environments, such as: <ul style="list-style-type: none"> a.1. operational workplace activities a.2. restricted space a.3. hazardous, controlled or exposed conditions b. Work undertaken on a range of machines/equipment that may involve microprocessor or computer controlled relevant to the following specific industry sectors: Spinning, Knitting, Weaving, Tufting, Hosiery, Early Stage Wool Processing, Non-Woven, Clothing, Footwear, Hide, Skin and Leather, and Cotton Ginning c. Production support tasks can include: <ul style="list-style-type: none"> c.1. cleaning and housekeeping transporting and transferring materials or waste c.2. loading, feeding, unloading, transporting equipment c.3. storing materials c.4. recording and documenting d. Equipment, materials and tools used include: <ul style="list-style-type: none"> d.1. cleaning equipment d.2. chemicals and detergents d.3. compressed air equipment d.4. use of hand and power tools d.5. pallet truck d.6. hand trolleys d.7. overhead crane d.8. tow motors e. Exposure to chemicals, dangerous or other hazardous substances f. Data recording, either using keyboard or manual recording applications g. Interaction/interface with other departments
3. Sources of information/ documents may include	<ul style="list-style-type: none"> a. Machine/equipment manufacturers' specifications and instructions b. Organisation work orders c. Organisational or external personnel d. Work scheduling documentation e. Job procedures f. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the setting up of machines for product change b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice including the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. undertake basic production tasks a.2. handle material and products a.3. locate and transport materials and products a.4. clean equipment, machines and work environment a.5. document work and maintain records as required a.6. apply workplace health and safety policies in work operations
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. machine and equipment operation a.2. procedures to handle products and materials a.3. use of products and materials a.4. quality requirements a.5. relevant OH&S legislation, codes of practice, policies and procedures a.6. maintenance planning and workplace procedures a.7. reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. load and unload materials b.2. apply all relevant safety practices b.3. use and dispose of a range of chemical cleaning agents, sealants and lubricants, where required b.4. communicate effectively within the workplace b.5. interpret and apply established procedures b.6. document and transfer information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the setting up of machines for product change, 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	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising work a.2. completing tasks a.3. identifying improvements a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. handling and storage of materials b.5. security procedures b.6. waste, pollution and recycling management processes 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	<ul style="list-style-type: none"> 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, production processes, materials and products, 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
1	1	1	2	1	1	1

LMTPRGN-09A Perform test/inspection to check product quality**Field: Production**

This unit relates to the inspection and/or testing of raw materials through to various products during the production process within sectors of the TCF Industry.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for test	<ul style="list-style-type: none">a. Appropriate materials and samples are selected in accordance with quality and enterprise proceduresb. Equipment is selected, prepared and calibration confirmed, as required
2. Perform test/inspection	<ul style="list-style-type: none">a. Sample is tested against specified standards in accordance with required quality standards and using appropriate/prescribed testing proceduresb. Checks are assessed in accordance with enterprise procedures
3. Record and report result	<ul style="list-style-type: none">a. Data collected is converted into a form suitable for interpretationb. Outcomes are reported in accordance with enterprise procedures and appropriate personnel advisedc. Result is recorded in accordance with enterprise requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves periodic testing or inspection of raw material or finished products as part of the production process b. Limited discretion, initiative and judgement may be demonstrated on the job in own work, either individually or in a team environment c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous controlled or exposed conditions c. TCF production areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Products/materials are those typical of the TCF sector/enterprise concerned e. All inspections and or tests are performed in accordance with established enterprise and quality procedures f. Testing/inspection procedures may include, but are not limited to visual checking, colour matching, weighing, height/weight/thickness measuring, moisture measuring, measuring rubbing fastness, stretch, wear, cracking, colour, gloss, softness, handle, texture, light and colour fastness, heat fastness, tensile characteristics, flexibility, etc. g. Test/inspection equipment includes purpose built, and general test/inspection equipment related to the particular requirements. h. Exposure to chemicals, dangerous or other hazardous substances i. Data recording, either using keyboard or manual recording applications j. Interaction/interface with other departments
3. Sources of information/ documents may include	<ul style="list-style-type: none"> a. Equipment manufacturers' specifications and instructions b. Organisation work procedures and specifications c. Organisational or external personnel d. Reference manuals e. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the periodic/routine inspection and/or testing of materials, yarns and fabrics b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice including the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. confirm/clarify requirements a.2. select appropriate samples of materials a.3. ensure machines are calibrated, adjusted and operated correctly a.4. conduct quality inspection and/or testing of sample/s a.5. apply workplace health and safety policies in work operations a.6. record and report results accurately
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. range of inspection and testing processes a.2. range of test equipment and their operation a.3. setting and adjustment requirements a.4. characteristics of materials a.5. recording and reporting procedures a.6. quality requirements a.7. safety and environmental aspects of relevant testing processes a.8. relevant OH&S legislation, codes of practice, policies and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret technical data b.2. set and operate test equipment b.3. test and analyse samples b.4. apply all relevant safety practices b.5. communicate effectively within the workplace b.6. maintain accurate test results/work records b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the testing or inspection of materials and products, 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	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. completing tasks a.2. organising work a.3. identifying improvements a.4. applying safety precautions relevant to the task a.5. assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. security procedures b.5. waste, pollution and recycling management processes 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	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment b. Competence should be demonstrated with a range of typical industry testing/inspection equipment and processes, 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	2	2	2

LMTPRHL-01A Undertake receipt, storage, handling and/or preservation of materials or products

Field: Production

This unit covers the skills required to perform the tasks to receive, store, handle and/or preserve materials or products used in the hide, skin and leather industry.

ELEMENT	PERFORMANCE CRITERIA
1. Receive goods	<ul style="list-style-type: none"> a. Dockets, tags or other identification are checked to confirm receipt of correct items b. Chemicals, consumables, equipment and/or other non-hide/skin goods received are stored in accordance with safety and enterprise procedures c. Skins or hides are transferred to appropriate area for processing or storage
2. Preserve and/or store skins or hides	<ul style="list-style-type: none"> a. Preservation of skins or hides is assessed by salting or other designated method in accordance with enterprise procedures b. Skins or hides are prepared for storage or transport using relevant manual handling procedures c. Skins or hides are stored appropriately in accordance with enterprise procedures d. Records are maintained to expedite movement of the skins or hides through the various phases of treatment
3. Pack, store or distribute end product	<ul style="list-style-type: none"> a. Paperwork is checked to confirm instructions b. Packing of end product is assessed according to enterprise procedures for handling of finished goods c. Products to be stored are transferred to designated location using correct manual handling practices d. Despatch orders are coordinated to meet delivery or collection timetables e. Records are maintained in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles c. Receiving goods including: <ul style="list-style-type: none"> c.1. skins/hide c.2. chemicals c.3. consumables c.4. equipment d. Storing skins/hides (maintain current state) e. Packaging and palletising of: <ul style="list-style-type: none"> e.1. splits e.2. hides e.3. skins f. Storing, distributing end product including: <ul style="list-style-type: none"> d.1. wool skin d.2. hide d.3. wool g. Handling end products including: <ul style="list-style-type: none"> g.1. skins g.2. hides g.3. leather g.4. wool g.5. splits h. Data recording may include: <ul style="list-style-type: none"> h.1. keyboard h.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Delivery dockets, tags or other identification b. Organisation work orders c. Organisational or external personnel d. Transfer documentation e. Despatch orders f. Consignment notes g. Codes/symbols h. Quality and Australian standards and procedures i. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to receipt, storage, handling and preservation of hides, skins and leather b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. check dockets, tags, etc. a.2. handle chemicals or other hazardous substances safely a.3. preserve/store hides or skins a.4. use appropriate manual handling procedures a.5. coordinate despatch orders a.6. maintain accurate records
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"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. characteristics and hazards of chemicals and other materials delivered to the enterprise a.4. receipt, storage, handling and preservation procedures a.5. quality standards and manual handling procedures a.6. safety and environmental aspects of relevant organisation processes a.7. workplace and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. handle, receive and store goods b.2. preserve skins or hides appropriately b.3. maintain accurate records for movement of skins or hides b.4. carry out safe handling procedures b.5. meet order specifications b.6. communicate effectively within the workplace b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated receipt and storage areas, preservation materials, equipment, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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	1

LMTPRHL-02A Perform fellmongering processes

Field: Production

This unit covers the skills required to perform fellmongering tasks associated with woolskin activities in the hide, skin and leather industry, including effective use of related equipment.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm requirements	<ul style="list-style-type: none">a. Fellmongering requirements are confirmed in accordance with enterprise proceduresb. Clarification is assessed, where necessary, to ensure accuracy of requirements
2. Prepare woolskins for wool removal	<ul style="list-style-type: none">a. Appropriate woolskin process is identified or confirmed in accordance with enterprise proceduresb. Hair loosening is assessed by machine or by manual process using sweating, enzyme or chemical painting processesc. Effectiveness of wool removal is checked at completion of process
3. Pull wool	<ul style="list-style-type: none">a. Preparation for manual or machine operation is assessed in accordance with enterprise proceduresb. Wool is removed from skins by machine or manually in accordance with enterprise proceduresc. Outcome of the process is checked to ensure effectivenessd. Wool and skins are directed to correct areas for next process or storage
4. Maintain records	<ul style="list-style-type: none">a. Records are completed in accordance with enterprise proceduresb. Documentation is maintained at each stage of the process to expedite movement through the various phases of treatment

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Fellmongering processes can relate to: <ul style="list-style-type: none"> c.1. preparing wool for removal c.2. pulling wool, manually or by machine d. Preparing wool for removal may involve: <ul style="list-style-type: none"> d.1. sweating d.2. enzyme or chemical painting e. Machines refer to those used for: <ul style="list-style-type: none"> e.1. hair loosening e.2. wool removal e.3. pulling wool e.4. associated equipment f. Handling wool and skins g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Delivery dockets, tags or other identification b. Organisation work orders c. Machine/equipment manufacturers' manuals and specifications d. Organisation procedures and policies e. Organisational or external personnel f. Transfer documentation g. Despatch orders h. Consignment notes i. Quality and Australian standards and procedures j. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to receiving and processing woolskins for fellmongering b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, safe handling and disposal of chemicals, where required c.2. operation of relevant machines/equipment, as required d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. ensure correct preparation of woolskins for wool removal a.2. loosen hair a.3. conduct appropriate fellmongering processes a.4. remove wool from skins
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. characteristics and hazards of chemicals and other materials used on woolskins or in the process a.4. preparation and fellmongering procedures a.5. quality standards and manual handling procedures a.6. safety and environmental aspects of relevant organisation processes a.7. workplace procedures a.8. reporting and documentation processes and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. identify and perform woolskin preparation b.2. conduct sweating, enzyme or chemical painting processes b.3. use machine and/or manual processes to loosen and pull wool b.4. maintain accurate records b.5. carry out safe handling procedures b.6. identify non-conforming outcomes b.7. communicate effectively within the workplace b.8. interpret and apply established procedures
4. Resource implications	<ul style="list-style-type: none"> b. Access to real or appropriately simulated area to conduct fellmongering process, task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines on the safe use of machines/equipment to loosen hair and remove wool c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation 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	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated workplace

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	1	1	2	2

LMTPRHL-03A Operate machines to prepare hides or skins for tanning

Field: Production

This unit covers the skills required to perform the tasks associated with operating and carry out operator maintenance of machines used for preparing hides and skins for tanning.

ELEMENT	PERFORMANCE CRITERIA
1. Operate machine to prepare hides or skins for tanning	<ul style="list-style-type: none"> a. All necessary settings and preparation for machine operation are identified and assessed in accordance with specifications and enterprise standard procedures b. Machine is started in accordance with enterprise standard operating procedures c. Hides or skins are fed through the machine in the appropriate manner and in accordance with safety and enterprise procedures d. Hides or skins are directed to correct area for next process e. Work area around the machine is cleaned and maintained to meet enterprise and safety standards f. Equipment is stopped or shut down in accordance with all safety and enterprise standard procedures
2. Monitor product quality	<ul style="list-style-type: none"> a. Quality requirements for the hides or skins are correctly identified and applied for all stages of the process b. Quality is visually checked continuously to ensure standard is maintained c. Any deviations from normal are recognised and isolated d. Variations to product quality are reported according to enterprise requirements
3. Carry out operator maintenance	<ul style="list-style-type: none"> a. Minor running problems are identified and reported according to enterprise and/or equipment manufacturer's procedures b. Major machine/equipment or product faults are reported in accordance with enterprise standard procedures. c. Minor maintenance and cleaning are performed in accordance with manufacturer's specifications and/or enterprise procedures
4. Dispose of waste materials	<ul style="list-style-type: none"> a. Waste is kept to a minimum through correct application of industry standard and enterprise procedures b. Machine waste is disposed of in accordance with environmental and enterprise procedures
5. Communicate process information	<ul style="list-style-type: none"> a. Records and other documentation are clearly and accurately completed where required by enterprise procedures b. Information regarding production status and/or problems is accurately transferred between changes in shifts, where required c. Documentation is maintained at each stage of the process to expedite movement of the hides or skins through the various phases of treatment

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Machine settings and preparation can relate to: <ul style="list-style-type: none"> c.1. pre-start up visual checks, including safety requirements c.2. basic maintenance checks and product setting requirements c.3. start up procedures c.4. machine cleaning d. Minor running problems may refer to: <ul style="list-style-type: none"> d.1. adjustments causing non-conforming outcomes e. Maintenance activities may be scheduled and/or unscheduled f. Machines refer to those used for: <ul style="list-style-type: none"> f.1. fleshing f.2. splitting f.3. scudding of hides or skins g. Equipment used may be computerised and could include: <ul style="list-style-type: none"> g.1. electronic monitoring and metering systems g.2. manual chart recording systems g.3. basic hand tools; laboratory testing and sampling equipment h. Handling hides and skins i. Data recording may include: <ul style="list-style-type: none"> i.1. keyboard i.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work orders, procedures and policies b. Machine/equipment manufacturers' manuals and specifications c. Waste disposal procedures and policies d. Organisational or external personnel e. Quality and Australian standards and procedures f. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to operating machines to prepare hides or skins for tanning b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, safe handling and disposal of chemicals and waste, where required c.2. machine operation and operator maintenance d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. prepare and operate machines for hide or skin preparation a.2. monitor product to ensure quality requirements are applied for all stages of process a.3. perform basic operator maintenance a.4. appropriately dispose of waste materials a.5. transfer relevant production information between shift changes, where required
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. characteristics and hazards of chemicals and other materials used on hides/skins or in the process a.4. machine preparation and operation procedures a.5. maintenance procedures and specifications a.6. quality standards and manual handling procedures a.7. safety and environmental aspects of relevant processes, particularly waste disposal a.8. workplace and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret specifications and set machine for operation b.2. operate machine and feed hides or skins correctly b.3. recognise and isolate deviations from normal b.4. identify minor running problems and report major machine/equipment or product faults b.5. minimise waste b.6. communicate effectively within the workplace b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated work situations, machine/equipment, task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines on the safe use and maintenance of machines/equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation 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	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated workplace

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	1	2	2

LMTPRHL-04A Prepare chemicals to a formula

Field: Production

This unit covers the skills required to perform the range of tasks used in the preparation of chemicals, including making appropriate calculations and measurements.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm instructions, chemicals and equipment required	<ul style="list-style-type: none"> a. Appropriate work instructions are selected and confirmed as the authorised or correct version to be applied b. Chemicals required for the process are confirmed c. Equipment required for the chemical preparation is identified and checked for condition, including all necessary precautions and use of safety gear d. Non-conforming equipment is reported in accordance with enterprise procedures
2. Prepare chemicals and equipment	<ul style="list-style-type: none"> a. Protective clothing and/or equipment is worn or used in accordance with safety requirements b. Equipment is organised and made ready for use in the preparation of chemicals c. Calculations are accurately performed to determine particular requirements, where necessary d. Chemicals are measured/weighed and prepared in accordance with enterprise procedures, taking into account all safety requirements e. Safe lifting and materials handling techniques are correctly applied
3. Clean and store equipment	<ul style="list-style-type: none"> a. Equipment is cleaned, as required, in accordance with specified procedures b. Equipment is stored appropriately after use to ensure readiness for next application, where required
4. Store unused chemicals	<ul style="list-style-type: none"> a. Unused chemicals are repackaged in accordance with chemical manufacturers' and relevant safety requirements b. Chemicals are stored in accordance with enterprise and recognised safety procedures using appropriate manual handling techniques
5. Carry out recording procedure	<ul style="list-style-type: none"> a. Recording of procedure or chemical use is assessed in accordance with regulatory and/or enterprise requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to, and use of, chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Equipment can relate to: <ul style="list-style-type: none"> c.1. protective clothing and equipment/apparatus c.2. calculator c.3. measuring/weighing equipment c.4. cleaning materials d. Preparation of chemicals may refer to: <ul style="list-style-type: none"> d.1. calculations, weighing/measuring, mixing/blending e. Chemical measurements may be assessed using manual, semi-automatic or automatic weighing machines f. Chemical processes could relate to the use of chemicals in the following areas: <ul style="list-style-type: none"> f.1. chemical preservation f.2. wool removal and skin pickle (wool off) f.3. soak, scour, bleach, pickle, sytan (wool on) f.4. chemical preparation for tanning all hide and skin types f.5. tannage f.6. drum processes (bovine, hair off) f.7. preparation to crust (rewet, dyehouse processing) f.8. finishing leather and woolskin (coatings) g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work orders, procedures and policies b. Chemical manufacturers' instructions c. Equipment manufacturers' manuals and specifications d. Chemical and waste disposal procedures and policies e. Organisational or external personnel f. Quality and Australian standards and procedures g. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures/practices relating to handling, preparing, using and storing chemicals b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. ensure correct application of chemicals for task a.2. perform calculations, as necessary a.3. measure/weigh and prepare chemicals a.4. appropriately handle, use and store chemicals
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with other units that form part of a job role or function
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. characteristics and hazards of chemicals and other materials used on hides/skins or in the process a.4. chemical handling, preparation and storage procedures a.5. weighing/measuring equipment a.6. quality standards and manual handling procedures a.7. safety and environmental aspects of relevant processes, particularly for chemicals a.8. workplace procedures a.9. reporting and documentation processes and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. select and confirm requirements b.2. check and prepare equipment, including safety and protective clothing/equipment b.3. perform calculations and weigh/measure chemicals b.4. clean and store equipment appropriately b.5. repackage, handle and store unused chemicals b.6. communicate effectively within the workplace b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	b. Access to real or appropriately simulated work situations, chemicals, equipment, task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines on the safe use and handling of chemicals c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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	1	2	2	2

LMTPRHL-05A Supervise/monitor technical processes

Field: Production

This unit covers the skills required to supervise and monitor the technical processes, particularly in the preparation of chemicals and measuring specified process parameters.

ELEMENT	PERFORMANCE CRITERIA
1. Determine requirements for technical processes	<ul style="list-style-type: none"> a. Appropriate work instructions are selected and confirmed as the authorised or correct version to be applied b. Requirements for the technical process are determined and/or confirmed, where necessary
2. Organise resources	<ul style="list-style-type: none"> a. Equipment and/or chemicals required for the process are organised b. Safety equipment and all necessary resources are obtained in accordance with process requirements
3. Supervise the process	<ul style="list-style-type: none"> a. Tasks and roles are identified to undertake the process b. Appropriate personnel are selected c. Requirements are communicated to team leader or individual and instruction given as required d. Technical process is supervised to confirm that all requirements are met
4. Measure specified process parameters	<ul style="list-style-type: none"> a. Basic measuring equipment is selected, prepared and calibrated, as required b. Process is monitored and data retrieved in accordance with enterprise procedures c. Any deviations from normal are recognised, isolated and reported according to enterprise requirements d. Data is analysed against process or quality specifications and changes implemented to ensure conformance e. Strategies or suggestions for improvement to the process are identified and reported in accordance with enterprise procedures
5. Monitor the use and handling of chemicals	<ul style="list-style-type: none"> a. Use and handling of chemicals is monitored to ensure compliance with manufacturer's, enterprise and safety standards
6. Perform record keeping procedures	<ul style="list-style-type: none"> a. Recording and reporting procedures are performed in accordance with enterprise requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to, and use of, chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Technical processes can relate to the following processes: <ul style="list-style-type: none"> c.1. prepare hides or skins for tanning c.2. tan hides or skins c.3. crust hides, skins or leather c.4. finish hides, skins or leather d. Process parameters may include: <ul style="list-style-type: none"> d.1. speed, temperature, pressure, chemical values, time e. Equipment used may be computerised and could include: <ul style="list-style-type: none"> e.1. electronic monitoring and metering systems e.2. manual chart recording systems e.3. basic hand tools, laboratory testing and sampling equipment e.4. protective clothing and safety equipment/apparatus e.5. measuring/weighing equipment f. Chemical processes could relate to the use of chemicals in the following areas: <ul style="list-style-type: none"> f.1. chemical preservation f.2. wool removal and skin pickle (wool off) f.3. soak, scour, bleach, pickle, sytan (wool on) f.4. chemical preparation for tanning all hide and skin types f.5. tannage f.6. drum processes (bovine, hair off) f.7. preparation to crust (rewet, dyehouse processing) f.8. finishing leather and woolskin (coatings) g. Data recording, either using keyboard or manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work orders, procedures and policies b. Chemical manufacturers' instructions c. Equipment manufacturers' manuals and specifications d. Chemical and waste disposal procedures and policies e. Organisational or external personnel f. Quality and Australian standards and procedures g. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures/practices relating to handling, preparing, using and storing chemicals b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. establish technical process requirements a.2. arrange availability of resources and supervise the process a.3. allocate tasks/roles to relevant personnel a.4. monitor process and use/handling of chemicals
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with other units that form part of a job role or function
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product/technical processes and equipment/resources a.3. technical and specified process parameters a.4. characteristics and hazards of chemicals and other materials used on hides/skins or in the process, including chemical use and handling procedures a.5. monitoring processes and procedures a.6. quality standards and manual handling procedures a.7. safety and environmental aspects of relevant processes, particularly for chemicals a.8. workplace procedures a.9. reporting and documentation processes and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. select/determine and confirm requirements b.2. ensure equipment, including safety and protective clothing/equipment, are used appropriately b.3. match personnel to tasks/roles b.4. calibrate basic measuring equipment b.5. measure and analyse process parameters, monitor process and retrieve data b.6. solve problems associated with process variations b.7. communicate effectively within the workplace b.8. document, assess and transfer information
4. Resource implications	b. Access to real or appropriately simulated work situations, work instructions/information, equipment, task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines on the safe use and handling of chemicals c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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	2	2	2

LMTPRHL-06A Use drum or vessel to prepare or tan hides or skins

Field: Production

This unit covers the skills required to perform the range of activities associated with using drums or vessels in the preparation and tanning processes for hides or skins.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm instructions	<ul style="list-style-type: none"> a. Requirements for the preparation or tanning of hides or skins are confirmed in accordance with enterprise procedures b. Clarification is assessed, where necessary, to ensure accuracy of requirements
2. Prepare for drum or vessel processing	<ul style="list-style-type: none"> a. Drum or vessel loads/batches are accurately determined by counting, weight, volume or other defined method b. Hides or skins to be prepared or tanned are assembled and made ready to be loaded into drum or vessel
3. Load drum or vessel	<ul style="list-style-type: none"> a. Drum or vessel is loaded with hides or skins in accordance with enterprise procedures b. All relevant safe work practices and manual handling procedures are followed
4. Use drum or vessel to prepare or tan hides an/or skins	<ul style="list-style-type: none"> a. Between load service of equipment is assessed in accordance with manufacturers' and/or enterprise procedures b. Preparation and filling of drum or vessel is correctly assessed c. Formulations or additives are correctly selected and used, as required d. Drum or vessel is operated/used in accordance with standard operating instructions e. Schedules are followed for the particular process f. Drum or vessel operator instructions are correctly followed
5. Monitor drum or vessel process	<ul style="list-style-type: none"> a. Drum or vessel use is checked and monitored for correct function in accordance with enterprise procedures b. Process parameters are monitored in terms of temperature, time, chemical values, etc. c. Any deviations from normal are recognised, isolated and reported according to enterprise requirements
6. Unload drum or vessel	<ul style="list-style-type: none"> a. Hides or skins are unloaded, where required, using correct manual handling techniques b. Hides or skins are directed to correct area for next process c. Handling of process liquid or effluent is controlled in accordance with environmental and enterprise procedures
7. Maintain records	<ul style="list-style-type: none"> a. Records are completed in accordance with enterprise procedures b. Documentation is maintained to expedite movement of the hides or skins through the various phases of treatment

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Preparation for processing refers to determining loads/batches by: <ul style="list-style-type: none"> c.1. counting c.2. weight c.3. volume c.4. other defined method d. Hides and skins preparation may refer to the following processes: <ul style="list-style-type: none"> d.1. reversal of preservation d.2. washing d.3. liming d.4. scouring d.5. bleaching e. Tanning activities may relate to the following processes: <ul style="list-style-type: none"> e.1. deliming e.2. bating e.3. pickling e.4. tanning f. Equipment used may be computerised and could include: <ul style="list-style-type: none"> f.1. electronic monitoring and metering systems f.2. manual chart recording systems f.3. basic hand tools f.4. laboratory testing and sampling equipment g. Handling hides and skins h. Data recording may include: <ul style="list-style-type: none"> h.1. keyboard h.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work orders, procedures and policies b. Machine/equipment manufacturers' manuals and specifications c. Waste disposal procedures and policies d. Organisational or external personnel e. Quality and Australian standards and procedures f. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to using drum or vessel to prepare or tan hides or skins b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, safe handling and disposal of chemicals and waste, where required c.2. drum/vessel use and between load servicing d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. prepare and use drum/vessel a.2. monitor product to ensure quality requirements are applied for all stages of process a.3. follow schedules a.4. control process liquid or effluent
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"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. preparation and loading procedures and requirements a.4. types and applications of formulations and additives a.5. monitoring processes and operator instructions a.6. quality standards and manual handling procedures a.7. safety and environmental aspects of relevant processes, including effluent handling/ disposal a.8. workplace procedures a.9. reporting and documentation processes and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. determine loads/batches and load drum or vessel b.2. carry out between load servicing, fill drum/vessel and add formulations/additives b.3. follow schedules b.4. check and monitor correct function and process parameters b.5. recognise and isolate deviations from normal b.6. ensure appropriate control of process liquid or effluent b.7. communicate effectively within the workplace b.8. interpret and apply established procedures b.9. document, assess and transfer information
4. Resource implications	b. Access to real or appropriately simulated work situations, drum/vessel, task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines on the safe use of drums or vessels c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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	1	1	2	2

LMTPRHL-07A Operate machines to crust hides, skins or leather

Field: Production

This unit covers the skills required to perform the tasks associated with operating and conducting operator maintenance of machines used for crusting hides, skins or leather.

ELEMENT	PERFORMANCE CRITERIA
1. Operate machine to crust hides, skins or leather	<ul style="list-style-type: none"> a. All necessary settings and preparation for machine operation are identified and assessed in accordance with specifications and enterprise standard procedures b. Machine is started in accordance with enterprise standard operating procedures c. Hides, skins or leather are fed through/into the machine in the appropriate manner and in accordance with safety and enterprise procedures d. Hides or skins are directed to correct area for next process e. Work area around the machine is cleaned and maintained to meet enterprise and safety standards f. Equipment is stopped or shut down in accordance with all safety and enterprise standard procedures
2. Monitor product quality	<ul style="list-style-type: none"> a. Quality requirements for the hides, skins or leather are correctly identified and applied for all stages of the process b. Quality is visually checked continuously to ensure standard is maintained c. Any deviations from normal are recognised and isolated d. Variations to product quality are reported according to enterprise requirements
3. Carry out operator maintenance	<ul style="list-style-type: none"> a. Minor running problems are identified and reported according to enterprise and/or equipment manufacturer's procedures b. Major machine/equipment or product faults are reported in accordance with enterprise standard procedures c. Minor maintenance and cleaning are performed in accordance with manufacturer's specifications and/or enterprise procedures
4. Dispose of waste materials	<ul style="list-style-type: none"> a. Waste is kept to a minimum through correct application of industry standard and enterprise procedures b. Machine waste is disposed of in accordance with environmental and enterprise procedures
5. Communicate process information	<ul style="list-style-type: none"> a. Records and other documentation are clearly and accurately completed where required by enterprise procedures b. Documentation is maintained to expedite movement of the hides, skins and leather through the various phases of treatment c. Information regarding production status and/or problems is accurately transferred between changes in shifts, where required

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Machine settings and preparation can relate to: <ul style="list-style-type: none"> c.1. pre-start up visual checks, including safety requirements c.2. basic maintenance checks and product setting requirements c.3. start up procedures and feeding rate c.4. machine cleaning d. Minor running problems may refer to: <ul style="list-style-type: none"> d.1. adjustments causing non-conforming outcomes e. Maintenance activities may be scheduled and/or unscheduled f. Processes may relate to: <ul style="list-style-type: none"> f.1. samming f.2. splitting f.3. shaving f.4. setting/samming (striking out) f.5. softening (vibration staking, drumming) f.6. buffing g. Equipment used may be computerised and could include: <ul style="list-style-type: none"> g.1. electronic monitoring and metering systems g.2. manual chart recording systems g.3. basic hand tools g.4. laboratory testing and sampling equipment h. Handling hides and skins i. Data recording may include: <ul style="list-style-type: none"> i.1. keyboard i.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work orders, procedures and policies b. Machine/equipment manufacturers' manuals and specifications c. Waste disposal procedures and policies d. Organisational or external personnel e. Quality and Australian standards and procedures f. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to operating machines to crust hides, skins or leather b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, safe handling and disposal of chemicals and waste, where required c.2. machine operation and operator maintenance d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. prepare and operate machines for crusting, including perform basic operator maintenance a.2. monitor product to ensure quality requirements are applied for all stages of process a.3. appropriately dispose of waste materials a.4. transfer relevant production information between shift changes, where required
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. characteristics and hazards of chemicals and other materials used on hides/skins or in the process a.4. machine preparation and operation procedures a.5. maintenance procedures and specifications a.6. quality standards and manual handling procedures a.7. safety and environmental aspects of relevant processes, particularly waste disposal a.8. workplace procedures a.9. reporting and documentation processes and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret specifications and set machine for operation b.2. operate machine and feed hides or skins correctly b.3. recognise and isolate deviations from normal b.4. identify minor running problems and report major machine/equipment or product faults b.5. minimise waste b.6. communicate effectively within the workplace b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	<ul style="list-style-type: none"> b. Access to real or appropriately simulated work area, machine/equipment, task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines on the safe use and maintenance of machines/equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation 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	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated workplace

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	1	2	2

LMTPRHL-08A Use drum or vessel to crust hides, skins or leather

Field: Production

This unit covers the skills required to perform the range of activities associated with using drums or vessels in the crusting processes for hides, skins or leather.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm instructions	<ul style="list-style-type: none"> a. Requirements for the dyehouse processing are confirmed in accordance with enterprise procedures b. Clarification is assessed, where necessary, to ensure accuracy of requirements
2. Prepare for drum or vessel processing	<ul style="list-style-type: none"> a. Drum or vessel loads/batches are accurately determined by counting, weight, volume or other defined method b. Hides, skins or leather to be dyed or treated are assembled and made ready to be loaded into drum or vessel
3. Load drum or vessel	<ul style="list-style-type: none"> a. Drum or vessel is loaded with hides, skins or leather in accordance with enterprise procedures b. All relevant safe work practices and manual handling procedures are followed
4. Use drum or vessel to crust hides, skins or leather	<ul style="list-style-type: none"> a. Between load service of equipment is assessed in accordance with manufacturers' and/or enterprise procedures b. Preparation and filling of drum or vessel is correctly assessed c. Formulations or additives are correctly selected and used, as required d. Drum or vessel is operated/used in accordance with standard operating instructions e. Schedules followed for the particular process f. Drum or vessel operator instructions are correctly followed
5. Monitor drum or vessel process	<ul style="list-style-type: none"> a. Drum or vessel use is checked and monitored for correct function in accordance with enterprise procedures b. Process parameters are monitored in terms of temperature, time, chemical values, etc. c. Any deviations from normal are recognised, isolated and reported according to enterprise requirements
6. Unload drum or vessel	<ul style="list-style-type: none"> a. Hides, skins or leather are unloaded, where required, using correct manual handling techniques b. Hides, skins or leather are racked and/or directed to correct area for next process c. Handling of process liquid or effluent is controlled in accordance with environmental and enterprise procedures
7. Maintain records	<ul style="list-style-type: none"> a. Records are completed in accordance with enterprise procedures b. Documentation is maintained to expedite movement of the hides, skins and leather through the various phases of treatment

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Preparation for processing refers to determining loads/batches by: <ul style="list-style-type: none"> c.1. counting c.2. weight c.3. volume c.4. other defined method d. Hides and skins preparation may refer to the following processes: <ul style="list-style-type: none"> d.1. washing d.2. neutralising d.3. retanning d.4. dyeing d.5. fat liquoring d.6. fixing e. Equipment used may be computerised and could include: <ul style="list-style-type: none"> e.1. electronic monitoring and metering systems e.2. manual chart recording systems e.3. basic hand tools e.4. laboratory testing and sampling equipment f. Handling hides and skins g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work orders, procedures and policies b. Machine/equipment manufacturers' manuals and specifications c. Waste disposal procedures and policies d. Organisational or external personnel e. Quality and Australian standards and procedures f. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to using drum or vessel to crust hides, skins or leather b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, safe handling and disposal of chemicals and waste, where required c.2. drum/vessel use and between load servicing d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. prepare and use drum/vessel a.2. monitor product to ensure quality requirements are applied for all stages of process a.3. follow schedules a.4. control process liquid or effluent
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"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. preparation and loading procedures and requirements a.4. characteristics, hazards and applications of dyes, formulations and additives a.5. monitoring processes and operator instructions a.6. quality standards and manual handling procedures a.7. safety and environmental aspects of relevant processes, including effluent handling/disposal a.8. workplace procedures a.9. reporting and documentation processes and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. determine loads/batches and load drum or vessel b.2. carry out between load servicing, fill drum/vessel and add dyes/formulations/additives b.3. operate/use drum or vessel and follow schedules b.4. check and monitor correct function and process parameters b.5. recognise and isolate deviations from normal b.6. ensure appropriate control of process liquid or effluent b.7. communicate effectively within the workplace b.8. interpret and apply established procedures b.9. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work area, drum/vessel, task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines on the safe use of drums or vessels c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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	1	1	2	2

LMTPRHL-09A Perform drying operations

Field: Production

This unit covers the skills required to perform drying operations at various stages of the hide, skin and leather processing, including the preparation procedures.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm requirements	a. Requirements for the drying processing are confirmed in accordance with enterprise procedures b. Clarification is assessed, where necessary, to ensure accuracy of requirements
2. Prepare for drying	a. Hides, skins or leather are loaded onto racks or otherwise prepared for drying in accordance with enterprise procedures b. Where applicable, equipment adjustments are set in accordance with manufacturer's and/or enterprise procedures
3. Carry out drying tasks	a. Drying is assessed in accordance with enterprise procedures and, where applicable, ensuring timing, temperature and conditions are appropriate for the operation b. Unloading or removal from equipment and/or rack or area is assessed using correct manual handling procedures c. Hides, skins or leather are directed to correct area for next process or storage
4. Maintain records	a. Records are completed in accordance with enterprise procedures b. Documentation is maintained to expedite movement of the hides, skins and leather through the various phases of treatment

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Drying operations can relate to: <ul style="list-style-type: none"> c.1. preservation c.2. preparation to crust (air dry, hang, toggle, paste, vacuum, radio frequency, Seco-Therm) c.3. dried crust (stretching, toggle, Dyna-vac, vacuum) c.4. finishing (drying finish coating, base and top [air-drying, radiation]) d. Equipment settings may include: <ul style="list-style-type: none"> d.1. time d.2. temperature d.3. conditions e. Handling hides, skins and leather f. Data recording may include: <ul style="list-style-type: none"> f.1. keyboard f.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work orders b. Equipment manufacturers' manuals and specifications c. Organisation procedures and policies d. Waste disposal procedures and policies e. Organisational or external personnel f. Safety standards g. Quality and Australian standards and procedures h. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the drying processes for hides, skins or leather b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, safe handling and disposal of chemicals and waste, where required c.2. working in situations which may involve heat and steam d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. confirm drying requirements a.2. carry out appropriate preparation for drying a.3. perform tasks for drying operations a.4. maintain records
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"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. preparation and loading procedures and requirements a.4. adjustment requirements including timing, temperature, conditions a.5. monitoring processes and operator instructions a.6. quality standards and manual handling procedures a.7. safety and environmental aspects of relevant processes a.8. workplace procedures a.9. reporting and documentation processes and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. load hides, skins or leather onto racks or other drying apparatus b.2. adjust equipment, where applicable b.3. remove/unload hides, skins or leather b.4. direct items to next stage of process b.5. recognise and isolate deviations from normal b.6. ensure appropriate control of drying process b.7. communicate effectively within the workplace b.8. interpret and apply established procedures b.9. document, assess and transfer information
4. Resource implications	b. Access to real or appropriately simulated drying area, hides/skins/leather task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines on the safe use of drying equipment, where relevant c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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	2	1	1	1	2

LMTPRHL-10A Finish hides, skins or leather

Field: Production

This unit covers the skills required to perform the range of activities associated with the various finishing processes for hides, skins or leather. They include machine finishing and manual application.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm instructions	<ul style="list-style-type: none"> a. Requirements for the finishing of hides, skins or leather are identified or confirmed in accordance with enterprise procedures b. Clarification is assessed, where necessary, to ensure accuracy of requirements
2. Prepare for finishing task	<ul style="list-style-type: none"> a. Equipment, protective clothing and/or other necessary requirements are obtained and checked for serviceability b. Hides, skins or leather to be finished are appropriately prepared c. Coating/s to be applied are selected or obtained and mixed, where required, in accordance with enterprise and/or suppliers instructions or procedures
3. Operate machines to finish hides, skins or leather, where applicable	<ul style="list-style-type: none"> a. All necessary settings and preparation for machine operation are identified and assessed in accordance with specifications and enterprise procedures b. Machine operated safely in accordance with enterprise standard operating procedures, and any malfunctions are reported c. Hides, skins or leather are fed through/into the machine in the appropriate manner and in accordance with safety and enterprise procedures d. Hides, skins or leather are removed from machine, where required, using correct manual handling procedures e. Hides, skins or leather are directed to correct area for next process or storage f. Work area around the machine is cleaned and maintained to meet enterprise and safety standards
4. Apply finishing coats by hand, where applicable.	<ul style="list-style-type: none"> a. Bottom, effect and/or top coats are applied manually in accordance with safe work practices and enterprise procedures b. Protective and other relevant safety equipment is used appropriately and in accordance with enterprise procedures c. Hides, skins or leather are directed to correct area drying process or storage d. Equipment is cleaned and stored in accordance with enterprise procedures
5. Monitor product quality	<ul style="list-style-type: none"> a. Quality requirements for the hides, skins or leather are correctly identified and applied for all stages of the process b. Quality is visually checked continuously to ensure standard is maintained c. Any deviations from normal are recognised, isolated and reported according to enterprise requirements
6. Dispose of waste materials	<ul style="list-style-type: none"> a. Waste is kept to a minimum through correct application of enterprise procedures b. Machine waste is disposed of in accordance with environmental and enterprise procedures
7. Communicate process information	<ul style="list-style-type: none"> a. Records are completed in accordance with enterprise procedures. b. Information regarding production status and/or problems is accurately transferred between changes in shifts, where required c. Documentation is maintained to expedite movement of the hides, skins and leather through the various phases of treatment

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Preparation for finishing refers to: <ul style="list-style-type: none"> c.1. confirming requirements/instructions c.2. checking equipment serviceability c.3. preparing the hides, skins or leather c.4. obtaining and/or mixing the coatings d. Operation of machines may relate to: <ul style="list-style-type: none"> d.1. applying finishing coats (colour mixing and matching, mechanical application [roller coating, curtain coating, laminating – film application]) d.2. applying heat or pressure (iron/embossing/plate, burnishing/polishing, glazing) d.3. softening processes (staking; drumming) d.4. wool finishing (combing and polishing; clipping) e. Hand finishing application may relate to: <ul style="list-style-type: none"> e.6. padding e.7. spraying e.8. brushing f. Equipment used may be computerised and could include: <ul style="list-style-type: none"> f.1. electronic monitoring and metering systems f.2. manual chart recording systems f.3. basic hand tools f.4. laboratory testing and sampling equipment g. Handling hides, skins or leather h. Data recording may include: <ul style="list-style-type: none"> h.1. keyboard h.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work orders b. Machine/equipment manufacturers' manuals and specifications c. Waste disposal procedures and policies d. Organisation procedures and policies e. Organisational or external personnel f. Safety procedures g. Quality and Australian standards and procedures h. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the activities for the finishing of hides, skins or leather b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes storage, safe handling and disposal of chemicals and waste, where required d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. prepare hides, skins or leather for finishing a.2. adjust and operate machines, where applicable a.3. manually apply coatings, where applicable a.4. monitor quality of process and minimise/dispose of waste
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. preparation procedures and requirements a.4. characteristics, uses and hazards of coatings and related materials a.5. monitoring processes and operator instructions a.6. quality standards and manual handling procedures a.7. safety and environmental aspects of relevant processes, including handling/using coatings and waste disposal a.8. workplace procedures a.9. reporting and documentation processes and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. mix and apply coatings b.2. set and prepare machine b.3. feed hides, skins or leather at appropriate rates b.4. continuously check quality and recognise/isolate deviations from normal b.5. clean and store equipment b.6. communicate effectively within the workplace b.7. apply established procedures b.8. document and transfer information
4. Resource implications	<ul style="list-style-type: none"> b. Access to real or appropriately simulated work area, equipment, materials/products, task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. maintaining standards a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines on the safe use of coatings and equipment b.8. following recognised housekeeping processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation 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	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated workplace

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	1	1	2	2

LMTPRHL-11A Trim hides, skins or leather

Field: Production

This unit covers the skills required for the range of trimming tasks that are performed to support the production processes in the processing of hide, skin and leather.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare equipment	<ul style="list-style-type: none"> a. Personal safety equipment, where needed, is obtained/selected and checked to ensure appropriateness b. Knives are selected and their condition checked for suitability c. Knives are sharpened or prepared, as required, in accordance with enterprise procedures
2. Trim materials	<ul style="list-style-type: none"> a. Trimming requirements are confirmed with operator/supervisor for required task or process b. Trimming is assessed, as required, in accordance with task requirements and enterprise procedures c. Waste is monitored and disposed of in accordance with environmental and enterprise procedures
3. Clean and store equipment	<ul style="list-style-type: none"> a. Equipment is cleaned appropriately in readiness for next application b. Equipment is stored after use in accordance with enterprise and safety procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to sharp knives/objects, chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Trimming operations may be applied to the following processes: <ul style="list-style-type: none"> c.1. preparation for tannage (sheepskin, bovine, calf skin) c.2. preparation to crust (flesh split, grain split, sheepskin) c.3. finishing d. Sharpening or preparing knives may involve: <ul style="list-style-type: none"> d.1. cleaning d.2. honing/sharpening e. Handling hides, skins and leather f. Data recording may include: <ul style="list-style-type: none"> f.1. keyboard f.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work orders b. Equipment manufacturers' instructions c. Organisation procedures and policies d. Waste disposal procedures and policies e. Organisational or external personnel f. Safety standards g. Quality and Australian standards and procedures h. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to trimming operations for hides, skins or leather b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, safe handling and disposal of chemicals and waste, where required c.2. working with knives and/or other sharp objects d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. confirm trimming requirements a.2. sharpen/prepare knives as required a.3. perform trimming tasks a.4. clean and store equipment
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"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. trimming requirements a.4. knife handling, sharpening and storing procedures a.5. waste monitoring processes a.6. quality standards and manual handling procedures a.7. safety and environmental aspects of relevant processes, particularly working with sharp objects a.8. workplace procedures a.9. reporting and documentation processes and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. use safety equipment, where required b.2. select, sharpen/prepare knives b.3. trim materials b.4. monitor and dispose of waste b.5. maintain and store equipment appropriately b.6. communicate effectively within the workplace b.7. apply established procedures b.8. document and transfer information
4. Resource implications	b. Access to real or appropriately simulated work area, materials, equipment, task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. maintaining standards a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. following recognised housekeeping processes b.7. waste, pollution and recycling management processes b.8. relevant guidelines on the safe use of knives/sharp objects c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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	2	1	0	1	1

LMTPRHL-12A Sort, grade or class hides, skins or leather

Field: Production

This unit covers the skills required to grade, sort or class hides, skins and leather to ensure quality of process is maintained.

ELEMENT	PERFORMANCE CRITERIA
1. Determine requirements	<ul style="list-style-type: none"> a. Procedures or standards are identified to meet requirements b. Requirements are checked to confirm correct application of procedures or standards
2. Inspect hides, skins or leather	<ul style="list-style-type: none"> a. Hides, skins or leather are assessed/examined to determine preservation requirements, if necessary b. Effect of processes on hides, skins or leather is monitored in accordance with enterprise procedures
3. Sort, grade or class hides, skins or leather	<ul style="list-style-type: none"> a. Hides, skins or leather are visually inspected for defects, where applicable b. Tactile inspection is assessed to determine softness, thickness, etc. c. Hides, skins or leather are sorted, graded and/or classed in accordance with enterprise procedures
4. Inspect and grade finished product	<ul style="list-style-type: none"> a. Finished product is inspected for quality b. Product is graded into relevant classification in accordance with enterprise requirements c. Transfer of finished product to storage area/warehouse is arranged in accordance with enterprise procedures
5. Maintain records	<ul style="list-style-type: none"> a. Documentation associated with tasks is accurately completed to meet required enterprise procedures b. Labels, tags or other identification are added to skins, hides or leather, as required

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles b. Tactile inspection may refer to: <ul style="list-style-type: none"> b.1. softness b.2. thickness c. Sorting, grading or classing when: <ul style="list-style-type: none"> c.1. preparing or tanning hides or skins c.2. crusting and/or finishing hides, skins or leather c.3. transferring finished product c.4. handling hides, skins and leather d. Data recording may include: <ul style="list-style-type: none"> d.1. keyboard d.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Dockets, tags or other identification b. Organisation work orders c. Organisational or external personnel d. Transfer documentation e. Despatch orders f. Consignment notes g. Quality and Australian standards and procedures h. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to sorting, grading or classing hides, skins and leather b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. determine preservation requirements, if required a.2. monitor processes a.3. inspect for defects a.4. carry out sorting, grading or classing procedures a.5. perform inspection and grading of finished product
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with other units that form part of a job role or function
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and machines a.3. sorting, grading, classing procedures a.4. quality standards and manual handling procedures a.5. manual handling procedures a.6. safety and environmental aspects of relevant organisation processes a.7. workplace procedures a.8. reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. sort, grade or class hides, skin and/or leather to required standard b.2. perceive colour variations b.3. identify defects b.4. perform tactile inspection b.5. carry out safe handling procedures b.6. monitor quality requirements for each stage of the process b.7. recognise and report non-conforming outcomes b.8. communicate effectively within the workplace b.9. interpret and apply established procedures b.10. document, assess and transfer information
4. Resource implications	b. Access to real or appropriately simulated work area, products, task requirements, relevant quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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	0

LMTPRHL-13A Manage technical processes

Field: Production

This unit covers the skills required to manage the technical processes, particularly in the preparation of chemicals, monitoring production stages and measuring specified process parameters.

ELEMENT	PERFORMANCE CRITERIA
1. Coordinate resource use	<ul style="list-style-type: none"> a. Technical process requirements are interpreted in terms of resources and procedures b. Schedules and technical resources are confirmed with relevant personnel c. Process and safety requirements are clarified, where necessary
2. Manage the process	<ul style="list-style-type: none"> a. Roles and responsibilities are allocated as required b. Technical process is monitored and guidance provided where required c. Process parameters are monitored to ensure conformance to requirements d. Safety associated with the process, including chemical handling, is monitored
3. Facilitate process problem resolution	<ul style="list-style-type: none"> a. Methods to solve process problems are identified through facilitation of meetings or discussions b. Knowledge of process improvement and technical systems are used to assist in the systematic identification and resolution of process problems c. Preferred option to resolve the problem is recommended and documented in accordance with enterprise procedures d. Implementation of the recommended problem resolution option is facilitated in accordance with enterprise procedures
4. Monitor process improvements/variatio	<ul style="list-style-type: none"> a. Improvements/variatio b. Data is collated and analysed to evaluate the effectiveness of process improvements or variatio

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Judgement may be required in planning and selecting appropriate processes or procedures for self and others b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment goods and vehicles c. Technical processes can relate to the following processes: <ul style="list-style-type: none"> c.1. prepare hides or skins for tanning c.2. tan hides or skins c.3. crust hides, skins or leather c.4. finish hides, skins or leather d. Process parameters may include: <ul style="list-style-type: none"> d.1. speed d.2. temperature d.3. pressure d.4. chemical values d.5. time d.6. volume d.7. quantities d.8. pH Baume (BE) d.9. concentration e. Chemical processes could relate to the use of chemicals in the following areas: <ul style="list-style-type: none"> e.1. chemical preservation e.2. wool removal and skin pickle (wool off) e.3. soak, scour, bleach, pickle, sytan (wool on) e.4. chemical preparation for tanning all hide and skin types e.5. tannage e.6. drum processes (bovine, hair off) e.7. preparation to crust (rewet, dyehouse processing) e.8. finishing leather and woolskin (coatings) f. Activities may include: <ul style="list-style-type: none"> f.1. work allocation f.2. process monitoring f.3. solving process problems f.4. reviewing/evaluating process f.5. monitoring safety g. Liaison could include: <ul style="list-style-type: none"> g.1. relevant personnel g.2. other functional areas h. Data recording includes: <ul style="list-style-type: none"> h.1. keyboard h.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work orders, procedures and policies b. Production schedules c. Chemical manufacturers' instructions d. Equipment manufacturers' manuals and specifications e. Chemical and waste disposal procedures and policies f. Organisational or external personnel g. Quality and Australian standards and procedures h. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures/practices relating to managing the technical processes for hide, skin and leather, including the handling, preparing, using and storing chemicals b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. allocate tasks/roles to relevant personnel a.2. manage process a.3. solve problems and monitor process improvements
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with other units that form part of a job role or function
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product/technical processes and equipment/resources a.3. technical and specified process parameters a.4. characteristics of raw materials and their properties a.5. colours: processing, measurement, matches (dyes and finishes) a.6. monitoring processes and procedures a.7. quality standards and manual handling procedures a.8. safety and environmental aspects of relevant processes, particularly for chemicals a.9. workplace procedures and reporting/documentation processes and procedures a.10. chemical processes relating to tanning, crusting, finishing b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret requirements b.2. determine schedules and resources b.3. match personnel to tasks/roles b.4. facilitate problem solving associated with process variations b.5. analyse process parameters b.6. monitor process requirements b.7. communicate effectively within the workplace b.8. document, assess and transfer information
4. Resource implications	b. Access to real or appropriately simulated work situations, work instructions/information, equipment, task requirements, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and selecting appropriate process resources a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety precautions are applied a.6. assessing operational capability of equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines on the safe use and handling of chemicals c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRHL-14A Perform tests**Field: Production****This unit relates to the testing of raw materials through various stages of the production process.**

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for test	<ul style="list-style-type: none">a. Appropriate materials and samples are selected in accordance with quality and enterprise proceduresb. Equipment is selected and prepared, and calibration is confirmed
2. Perform test	<ul style="list-style-type: none">a. Sample is tested against specified standards in accordance with required quality standards and using appropriate/prescribed testing proceduresb. Checks are assessed in accordance with enterprise procedures
3. Record and report test results	<ul style="list-style-type: none">a. Data collected is converted into a form suitable for interpretationb. Test result is recorded and reported in accordance with enterprise requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves periodic testing of raw material or finished product as part of the production process b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Products/materials include: <ul style="list-style-type: none"> a.1. hide, skin and/or leather products a.2. related raw materials b. All tests are performed in accordance with established enterprise laboratory procedures c. Testing procedures include: <ul style="list-style-type: none"> c.1. stretch, wear, cracking, colour, gloss, softness, handle, texture c.2. light fastness, colour fastness, heat fastness c.3. tensile characteristics, flexibility d. Test equipment includes: <ul style="list-style-type: none"> d.1. purpose built d.2. specific application d.3. general test equipment related to the particular requirements e. Exposure to chemicals, dangerous or hazardous substances f. Data recording may include: <ul style="list-style-type: none"> f.1. keyboard f.2. manual recording applications g. Interaction/interface with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Dockets, tags or other identification b. Organisation work orders c. Equipment manufacturers' specifications and instructions d. Regulatory and enterprise safety procedures e. Quality assurance manuals f. Organisational or external personnel g. Test requests h. Data collected from tests i. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the periodic routine testing of hide, skin and/or leather and related raw materials b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. confirm/clarify requirements and select appropriate samples a.2. ensure machines are calibrated, adjusted and operated correctly a.3. conduct quality testing of samples a.4. apply workplace health and safety policies in work operations a.5. record and report results accurately
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"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. range of test equipment and its operation a.3. setting and adjustment requirements a.4. characteristics of materials and their properties a.5. quality requirements a.6. safety and environmental aspects of relevant testing processes a.7. workplace procedures and reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret technical data b.2. set and operate test equipment b.3. test and analyse samples b.4. apply all relevant safety practices b.5. maintain accurate records of test results/work records b.6. communicate effectively within the workplace b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	b. Access to real or appropriately simulated work situations involving the testing of materials and products, including work areas, materials/equipment, 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"> a.1. completing tasks a.2. organising work a.3. identifying improvements a.4. applying safety precautions relevant to the task a.5. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. job procedures and work instructions b.3. relevant guidelines relating to safe use of equipment b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation 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 workplace b. Competence should be demonstrated with a range of typical industry testing equipment and processes, 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	1	1	2	2	1	2

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"> a. Appropriate program loading technique is selected and external loading devices are connected to automatic process and machine control system correctly b. Process and machine control system is placed in correct operational mode to accept program loading c. Program is downloaded in accordance with manufacturers' recommended procedure or appropriate standard operating procedures d. Checks are undertaken appropriately during and after downloading to ensure data transfer is accurate and complete e. All external program loading devices and connections are disconnected from process and machine control system
2. Commission automatic process and machine control program	<ul style="list-style-type: none"> a. Program format and operational intent is accurately determined and correctly understood b. Program instructions are checked for compliance with specifications c. Software timers are counter set to specification, where required d. Program is stepped through manually and, outputs are checked and measured for compliance with specifications e. External inputs are checked for compliance with specifications, according to specified procedures f. Program is run and total operation is checked for compliance with specifications, where applicable g. Confirmation of program master copy storage is assessed
3. Maintain records	<ul style="list-style-type: none"> e. 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"> 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 b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. Work may involve individual and team related activities, and can include liaison with specialist technicians c. Standards of safety, housekeeping, quality of work and workshop practices are as specified by: <ul style="list-style-type: none"> c.1. machine/equipment manufacturers c.2. regulatory authorities c.3. the enterprise d. Occupational health and safety requirements associated with electrical work must be strictly observed e. Machines/equipment may involve microprocessor or computer control and include production and facility equipment used within the enterprise f. Work relates to complex TCF production equipment with control systems involving advanced: <ul style="list-style-type: none"> f.1. electronic technology f.2. pneumatic technology f.3. hydraulic technology f.4. robotics technology g. The competencies are applied under general guidance on progress and outcomes h. Knowledge and skills are applied to a wide range of tasks and/or roles i. The competencies are used within organisational routines, methods and procedures
3. Sources of information/ documents may include	<ul style="list-style-type: none"> a. Installation/commissioning procedures b. Manufacturer's instructions c. Organisation work procedures and specifications d. Organisational or external personnel e. Quality and Australian standards and procedures f. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the assembly and construction of garments b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

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"> a.1. select and use appropriate loading technique a.2. perform checks to ensure accurate data transfer a.3. check program instructions a.4. run program to ensure compliance with specifications a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
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"> a.1. appropriate installation and commissioning procedures, a.2. quality requirements and relevant standards a.3. machine/equipment manufacturer's specifications and instructions a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures a.6. reporting processes a.7. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. apply appropriate technical skills b.2. carry out checking processes b.3. monitor performance b.4. apply all the relevant safety practices when working in the industry b.5. communicate effectively with individuals, work groups and supervisors b.6. maintain records b.7. document and transfer information b.8. interpret and carry out established procedures
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"> a.1. organising work a.2. completing tasks a.3. identifying improvements a.4. applying safety precautions relevant to the task a.5. assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes 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-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 timeline 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"> a. Competence must be demonstrated in the development of preventative maintenance schedules for machines and equipment used in a TCF enterprise b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies apply to workplace activities associated with the development of preventative maintenance schedules required within a TCF enterprise c. Scheduling is undertaken in accordance with established enterprise procedures and practices and may include requirements recommended by manufacturers d. Work may involve individual and team related activities, and will normally relate to standard forms of preventative maintenance schedules e. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise f. Machines/equipment may include: <ul style="list-style-type: none"> f.1. any machine typically used in the TCF sector concerned f.2. microprocessor or computer controlled machines f.3. both production and facility equipment used in the enterprise g. The competencies are applied under general guidance on progress and outcomes h. Knowledge and skills are applied to a wide range of tasks and/or roles i. The competencies are used within routines, methods and procedures
3. Sources of information/ documents may include	<ul style="list-style-type: none"> a. Work instructions b. Manufacturer's specifications and instructions c. Standard forms of preventative maintenance schedules d. Organisation work procedures and specifications e. Organisational or external personnel f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to in the development of preventative maintenance schedules for machines and equipment used in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environmental legislation and regulations

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. determine requirements for preventative maintenance a.2. establish schedules/constraints for maintenance a.3. monitor and review application of preventative maintenance schedule a.4. apply workplace health and safety policies in work operations a.5. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. appropriate maintenance requirements and scheduling procedures a.2. preventative maintenance principles and standard practice a.3. machine/equipment manufacturer's specifications a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures and reporting processes a.6. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. determine scheduling requirements b.2. prepare, monitor and review schedules to ensure enterprise requirements are met b.3. apply all the relevant safety practices when working in the industry b.4. communicate effectively with individuals, work groups and supervisors b.5. maintain records and prepare relevant documentation b.6. interpret and carry out established procedures
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the development of preventative maintenance schedules for machines and equipment used in a TCF 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	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising work a.2. completing tasks a.3. identifying improvements a.4. applying safety precautions relevant to the task a.5. assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes 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	<ul style="list-style-type: none"> 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

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"> a. Work involves the checking of machine performance and the undertaking minor adjustments to production machines b. Limited discretion, initiative and judgement may be demonstrated on the job in own work c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may involve individual and team related activities and an include liaison with specialist mechanics and technicians b. Work conducted in a variety of environments, such as: <ul style="list-style-type: none"> b.1. operational workplace activities b.2. restricted space b.3. hazardous, controlled or exposed conditions 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 d. Exposure to chemicals, dangerous or other hazardous substances e. Data recording, either using keyboard or manual recording applications f. Interaction/interface with other departments
3. Sources of information/ documents may include	<ul style="list-style-type: none"> a. Machine/equipment manufacturers' specifications and instructions b. Organisation work orders and instructions c. Organisational or external personnel d. Work scheduling documentation e. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating checking of machine performance and the undertaking minor adjustments to production machines b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice including the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. operate machines correctly a.2. monitor machine performance against machine specifications a.3. make minor adjustments a.4. complete records accurately and completely a.5. apply workplace health and safety policies in work operations
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. procedures and guidelines for safe operation of machines a.2. typical fault conditions and related fault finding procedures a.3. basic machine maintenance and repair techniques a.4. technical specifications manuals a.5. safety policies and procedures a.6. quality standards and procedures a.7. workplace reporting and recording procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. assess operating performance of machine b.2. start and stop machines according to specifications b.3. monitor machine operations including machine production readings b.4. recognise fault conditions b.5. rectify minor machine faults or problems as required
4. Resource implications	<ul style="list-style-type: none"> 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
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. completing tasks a.2. identifying improvements a.3. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management processes 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	<ul style="list-style-type: none"> 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 and production processes, 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	1	2	2	1	2	2

LMTEMHL-01A: Monitor and operate trade waste**Field: Engineering and Maintenance**

This unit covers the skills required to monitor, operate, measure and report on trade waste system performance and process quality control.

ELEMENT	PERFORMANCE CRITERIA
1. Monitor treatment plant performance	<ul style="list-style-type: none">a. Routine plant inspections are assessed in accordance with organisational and plant requirementsb. Process samples are collected and tests conductedc. Process data is collected and reported according to organisational and plant requirements
2. Control chemical use	<ul style="list-style-type: none">a. Chemicals are used, handled, stored in accordance with organisational/statutory requirementsb. Chemical dosing is prepared in accordance with plant processes and organisational/statutory requirementsc. Information related to chemical supply and usage is maintained in accordance with statutory requirements
3. Operate and control processes	<ul style="list-style-type: none">a. Processes are monitored to maintain parameters of operationb. Process faults and operational conditions of plant are identified and reported in accordance with organisational/statutory requirementsc. Basic system adjustments are assessed to enhance system performance in accordance with organisational/statutory requirements
4. Compile process records	<ul style="list-style-type: none">a. Reports are compiled from plant and system data to meet organisational/statutory requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision and may be within a team environment b. Work is assessed in accordance with statutory requirements, organisational insurance requirements, OH&S legislation, manual handling procedures and relevant health issues
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles c. Inspection of areas may require: <ul style="list-style-type: none"> c.1. interaction and communication with other employees and other authorities c.2. identification of corrosion damage c.3. implementation of reporting procedures, which may also include procedures for implementation of organisational/statutory requirements d. Process may include chemical precipitation, activated sludge, BOD reduction and solids handling e. Tests conducted may include settling tests, pH, dissolved oxygen f. System adjustments may include pH correction and dissolved oxygen levels g. Records and data compiled may include plant performance data and chemical usage h. Equipment used may include: <ul style="list-style-type: none"> h.1. electronic monitoring and metering systems h.2. manual chart recording systems h.3. laboratory testing and sampling equipment h.4. computerised equipment i. Data recording may include keyboard or manual recording systems
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisational policy b. Organisation work orders or standard operating procedures c. Equipment manufacturers' specifications and instructions d. OH&S policies and procedures e. State Legislation f. Handling of dangerous goods policies and regulations g. Licensing agreements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the procedures for trade waste treatment plants b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ol style="list-style-type: none"> select and apply sampling and testing procedures collect data from recording systems operate and control chemical dosing use equipment such as listed in the range of variables apply relevant enterprise and legislative requirements
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: <ol style="list-style-type: none"> relevant OH&S legislation, codes of practice, policies and procedures industry process and equipment system hydraulics and layout, control systems chemical dosing processes hazardous material handling procedures safety and environmental aspects of relevant testing processes workplace procedures and reporting processes b. Underpinning skills to: <ol style="list-style-type: none"> solve operational problems prepare and apply chemical and biological dosing sample and test products maintain accurate records of test results/work records communicate effectively within the workplace interpret and apply established procedures document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situations, equipment, relevant safety and environmental information, quality standards, procedures or information associated with organisational or external requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> completing tasks maintaining standards identifying improvements applying safety precautions relevant to the task assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> hazard policies and procedures, including codes of practice job procedures and work instructions relevant guidelines relating to safe use of equipment quality procedures (where existing) security procedures waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation 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 workplace b. Competence should be demonstrated with a range of typical industry testing equipment and processes, 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	1	1	2	2	1	2

LMTEMHL-02A: Monitor and coordinate trade waste treatment process

Field: Engineering and Maintenance

This unit covers the skills required to monitor, coordinate the operation, measure and report on trade waste system performance and process quality control.

ELEMENT	PERFORMANCE CRITERIA
1. Monitor treatment plant performance	<ul style="list-style-type: none"> a. Routine plant inspections are assessed in accordance with organisational and plant requirements b. Process samples are conducted and analysed and performance against plant operational requirements determined c. Process data is collected and reported according to organisational and plant requirements
2. Control chemical use	<ul style="list-style-type: none"> a. Chemicals are used, handled, stored in accordance with organisational/statutory requirements b. Chemical dosing is determined and assessed in accordance with plant processes and organisational/statutory requirements c. Information related to chemical supply and usage is maintained in accordance with statutory requirements
3. Operate and control processes	<ul style="list-style-type: none"> a. Processes are monitored to maintain parameters of operation b. Process faults and operational conditions of plant are identified and reported in accordance with organisational/statutory requirements
4. Compile process records	<ul style="list-style-type: none"> a. Reports are compiled from plant and system data to meet organisational/statutory requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision and may be within a team environment b. Work is assessed in accordance with statutory requirements, organisational insurance requirements, OH&S legislation, manual handling procedures and relevant health issues
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles c. Inspection of areas may require: <ul style="list-style-type: none"> c.1. interaction and communication with other employees and other authorities c.2. identification of corrosion damage c.3. implementation of reporting procedures, which may also include procedures for implementation of organisational/statutory requirements d. Process may include chemical precipitation, activated sludge, BOD reduction and solids handling e. Tests conducted may include settling tests, pH, dissolved oxygen f. System adjustments may include recirculation rates, wasting rates g. Records and data compiled may include plant performance data, environmental reports and chemical usage h. Equipment used may include: <ul style="list-style-type: none"> h.1. electronic monitoring and metering systems h.2. manual chart recording systems h.3. laboratory testing and sampling equipment h.4. computerised equipment i. Data recording may include keyboard or manual recording systems
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisational policy b. Organisation work orders or standard operating procedures c. Equipment manufacturers' specifications and instructions d. OH&S policies and procedures e. State legislation f. Handling of dangerous goods policies and regulations g. Licensing agreements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the process for trade waste water treatment plants b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes the storage, safe handling and/or disposal of chemicals and/or related dangerous goods/products d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data 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 g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. monitor treatment plant processes a.2. measure flow a.3. interpret/analyse data and recording systems a.4. determine chemical dosing and control chemical use a.5. coordinate and control processes a.6. use equipment such as listed in the range of variables a.7. apply relevant enterprise and legislative requirements
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry process and equipment a.3. system hydraulics and layout, control systems a.4. chemical dosing calculations a.5. hazardous material handling procedures a.6. safety and environmental aspects of relevant testing processes a.7. workplace procedures and reporting processes a.8. equipment operation, capacity and limitations a.9. mechanical and electrical control systems a.10. workplace procedures a.11. reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. solve operational problems b.2. determine chemical and biological dosing requirements b.3. sample and test products b.4. maintain accurate records of test results/work records b.5. produce reports, logs, etc. b.6. interpret plans, charts procedures and standards b.7. communicate effectively within the workplace b.8. interpret and apply established procedures b.9. document, assess and transfer information
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated work situations, equipment, relevant safety and environmental information, quality standards, procedures or information associated with organisational or external requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. completing tasks a.2. establishing plans a.3. identifying improvements a.4. describing consequences a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. relevant guidelines relating to safe use of equipment b.5. quality procedures (where existing) b.6. security procedures b.7. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation 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	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated workplace b. Competence should be demonstrated with a range of typical industry testing equipment and processes, 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	2	3	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"> a. Completed work is continuously checked against workplace standards relevant to the operation being undertaken. 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 c. Faulty pieces or final products are identified and isolated d. Where required, the faults and any identified causes are recorded and/or reported to the supervisor concerned in accordance with workplace procedures
2. Assess quality of received component parts	<ul style="list-style-type: none"> 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 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 c. Faulty material or component parts related to the operator's work are identified and isolated d. Where required, the faults and any identified causes are recorded and/or reported to the supervisor concerned in accordance with workplace procedures e. Causes of any identified faults are identified and corrective action taken in accordance with workplace procedures
3. Measure parts	<ul style="list-style-type: none"> a. Materials, component parts or products are measured, as required, using the appropriate measuring instruments in accordance with workplace procedures
4. Record information on production indicator	<ul style="list-style-type: none"> a. Basic information on the quality and other indicators of production performance is recorded in accordance with workplace procedures
5. Investigate causes of quality deviations	<ul style="list-style-type: none"> 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 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

Range of Variables

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

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"> interpret, relevant work instructions, standards and specifications appropriate to the assessee's work check and measure the relevant quality parameters interpret the results of quality checks in terms of specifications, patterns and work standards take required action where standards of materials, component parts, final product or work processes are found to be unacceptable maintain accurate records
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: <ol style="list-style-type: none"> relevant quality standards, policies and procedures relevant TCF production processes, materials and products characteristics of materials used in the relevant TCF production processes safety and environmental aspects of relevant TCF production processes relevant measurement techniques and quality checking procedures workplace procedures reporting procedures b. Underpinning skills to: <ol style="list-style-type: none"> interpret work instructions, specifications, standards and patterns appropriate to the assessee's work carry out relevant visual inspections of materials, component parts and final products carry out relevant physical measurements maintain accurate work records in accordance with procedures carry out work in accordance with OH&S policies and procedures meet work specifications communicate effectively within defined workplace procedures interpret and apply defined procedures
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: <ol style="list-style-type: none"> interpreting work instructions, specifications, standards and patterns appropriate to the assessee's work describing consequences completing tasks identifying improvements within defined procedures applying safety precautions relevant to the task assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> quality procedures hazard policies and procedures including codes of practice relevant to their job within defined procedures job procedures and work instructions waste, pollution and recycling management processes within defined procedures 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-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"> a. Specific task skills to be developed are identified and confirmed through consultation with appropriate personnel b. On-the-job training activities are developed in relation to identified skill needs and workplace performance requirements c. Training approaches are developed suited to the needs of the trainee/employee and the work environment d. Training activities are discussed and clarified with the trainee/employee
2. Demonstrate task skills	<ul style="list-style-type: none"> a. Task performance requirements, quality standards and OH&S requirements are explained clearly to trainee/employee b. Steps, processes and operations required are described and demonstrated to the trainee/employee c. Trainees/employees are encouraged to clarify their understanding of task, processes and performance requirements
3. Provide opportunities for practice	<ul style="list-style-type: none"> a. Practice opportunities are supported to ensure the trainee/employee achieves the tasks and skills required b. Progress of trainee/employee on the job is monitored during on-the-job training c. Feedback is given to trainee/employee, and to other relevant personnel, on their progress and performance d. Trainee/employee is encouraged to assess their own progress e. Provision is made for suitable additional training activity, as required, based on training progress
4. Review training	<ul style="list-style-type: none"> a. Performance of trainee/employee is reviewed and further practice needs are identified, as required b. Progress of trainee/employee is reported to appropriate personnel, as required, according to enterprise requirements

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. describe specific training needs and required task skills a.2. outline training activities and steps a.3. identify resources required to support the on-the-job training activity a.4. gather evidence to monitor trainee's/employee's progress a.5. review training activity a.6. apply workplace health and safety policies in work operations a.7. report outcomes
2. Interdependent assessment of units	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. task skills and associated processes and standards associated with the training activity a.2. workplace application of the relevant skills a.3. evidence required to assess performance and progress a.4. delivery of one-the-job training a.5. quality assurance standards and procedures a.6. relevant OH&S legislation, codes of practice, policies and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. correctly use equipment and any other processes and procedures appropriate to the training activity b.2. communicate appropriately, consistent with the culture of the workplace and trainee/employee b.3. handle performance issues ethically b.4. apply language, literacy and numeracy skills suited to trainee/employee b.5. analyse and record results in accordance with enterprise procedures b.6. carry out work in accordance with OH&S policies and procedures
4. Resource implications	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising processes and resources a.2. interpreting training specifications a.3. describing consequences a.4. completing tasks a.5. identifying improvements a.6. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures b.5. security procedures b.6. waste, pollution and recycling management processes 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	<ul style="list-style-type: none"> 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">a. The role and scope of the team is identified from available informationb. Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources
2. Identify own role and responsibility within team	<ul style="list-style-type: none">a. Own role and responsibilities within the team environment identifiedb. Roles and responsibility of other team members identified and recognisedc. Reporting relationships within team and external to team identified
3. Plan team activities	<ul style="list-style-type: none">a. Contribute to the development of team work plans based on an understanding of roles and parameters of team and own skills and competencies
4. Operate as a team member	<ul style="list-style-type: none">a. Effective and appropriate forms of communication used and interactions undertaken with team members who contribute to known team activities and objectivesb. Effective and appropriate contributions made to complement team activities and objectives, based on own skills and competenciesc. Team agreed reporting lines followed using standard operating procedures

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. locate, interpret and apply relevant information a.2. operate in a team to complete workplace activity a.3. work effectively with others a.4. convey information in written or oral form a.5. select and use appropriate workplace language a.6. follow designated work plan for the job a.7. apply workplace health and safety policies in work operations a.8. report outcomes
2. Interdependent assessment of units	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Underpinning knowledge and Skills in terms of job function or role: <ul style="list-style-type: none"> a.1. operation of work systems, equipment and management, site and organisational operating procedures a.2. impact of job on enterprise and team and individual performance a.3. providing support to other team members a.4. modifying activities depending on team requirements and workplace contexts a.5. communicate appropriately, consistent with the culture of the workplace a.6. handle performance issues ethically a.7. relevant OH&S legislation, codes of practice, policies and procedures a.8. carry out work in accordance with OH&S policies and procedures
4. Resource implications	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures b.5. security procedures b.6. waste, pollution and recycling management processes 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	<ul style="list-style-type: none"> 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

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"> a. Need for replacement or additional staff is received and conveyed to appropriate person in accordance with enterprise procedures b. Role of new employee/team member is identified and confirmed c. Selection criteria are recommended and discussed with nominated recruitment person d. Position description is drafted or modified to reflect needs of the position and submitted for approval
2. Participate in recruitment processes	<ul style="list-style-type: none"> a. Assistance in preparation and circulation of position advertisement is provided in accordance with enterprise procedures b. Applications are received and recorded, as appropriate c. A shortlist of suitable applicants is prepared in consultation with interview panel or a nominated person d. Interviews are arranged and conducted in accordance with enterprise procedures e. Candidates are notified of the outcome in accordance with enterprise procedures
3. Induct employees	<ul style="list-style-type: none"> a. Enterprise induction program for the successful candidate is arranged and conducted b. Employment documentation is processed to meet enterprise and legislative requirements
4. Maintain records	<ul style="list-style-type: none"> a. Staffing 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"> a. Work involves participation in staffing in a TCF enterprise b. Discretion and judgement may be required, for both self and others, in staffing processes c. Work is assessed in accordance with statutory and industrial requirements and company staffing policy and procedures
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Recruitment processes may include: <ul style="list-style-type: none"> b.1. determining/confirming need for additional or replacement staff b.2. identifying selection criteria b.3. preparing position description b.4. assisting in selection processes b.5. conducting/arranging induction programs c. TCF staffing areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. The competencies are applied under general guidance on progress and outcomes e. Data recording may involve use of keyboard or manual recording applications f. Interaction may occur with other departments
3. Sources of information/ documents may include	<ul style="list-style-type: none"> a. Organisation work plans b. Staffing policies and other documentation c. Organisational or external personnel d. Work scheduling documentation e. Job specifications f. Relevant industrial award and/or enterprise agreement
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to staffing processes b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes staffing procedures d. Extent of staffing requirements dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual 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
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Industrial and occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

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"> a.1. identify/confirm requirements for new team position a.2. draft/modify job vacancy advertisement a.3. assist in selection processes a.4. arrange/conduct staff induction programs to reflect the enterprise policy a.5. maintain accurate records
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"> a.1. applicable industrial relations and anti-discrimination legislation and codes of practice a.2. the significance of equal employment opportunity principles and practices for selection of staff a.3. literacy levels and communication skills of work group members and consequent suitable communication techniques, workplace procedures and reporting/recording processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. ensure organisational goals related to staffing policies are maintained b.2. assist in following correct procedures for interviewing and selecting staff b.3. work individually, or under the guidance of, or as a member of a team with specialist recruitment staff or managers b.4. communicate effectively within the workplace and document and transfer information b.5. interpret and carry out established procedures b.6. communicate effectively with individuals, work groups and supervisors b.7. maintain records and document and transfer information b.8. interpret and carry out established procedures
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"> a.1. implementing staffing processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. relevant policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures 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">a. Hazards in the work area are recognised and reported to designated personnel according to workplace proceduresb. Workplace procedures and work instructions for controlling risks are identified and followed accuratelyc. Workplace procedures for dealing with accidents, fire and emergencies are known and followed
2. Contribute to participative arrangements for the management of occupational health and safety	<ul style="list-style-type: none">a. Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant occupational health and safety legislationb. Contributions are made to participative arrangements for occupational health and safety management in the workplace within workplace procedures and scope of responsibilities

Range of Variables

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

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"> a.1. recognise and report hazard to designated personnel a.2. accurately follow workplace procedures relevant to controlling risks in the workplace a.3. communicate about hazards and risks in the workplace.
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"> a.1. rights and responsibilities of parties under occupational health and safety legislation, regulations and codes of practice a.2. occupational health and safety policies and procedures related to the job role or function a.3. workplace emergency and evacuation procedures a.4. the meaning of occupational health and safety signs and symbols a.5. workplace reporting procedures in regard to risks, hazards and accidents a.6. location and use of necessary safety equipment, including personal protective equipment a.7. safe operating procedures for relevant machinery/equipment b. Underpinning skills to: <ul style="list-style-type: none"> b.1. identify and apply risk control measures b.2. identify and report workplace hazards b.3. follow workplace procedures for accidents and emergency situations b.4. carry out work, including the operation of relevant machinery/equipment, according to workplace occupational health and safety procedures
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"> a.1. completing tasks a.2. identifying improvements a.3. applying safety precautions relevant to the task a.4. checking equipment and work area prior to the task a.5. using personal protective equipment a.6. identifying and reporting potential problems 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&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"> a. Relevant provisions of occupational health and safety legislation and codes of practice are accurately and clearly explained to the work group 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 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
2. Implement and monitor participative arrangements for the management of occupational health and safety	<ul style="list-style-type: none"> 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 b. Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution in accordance with workplace procedures c. The outcomes of consultation over occupational health and safety issues are made known to the work group promptly
3. Implement and monitor the organisation's procedures for identifying hazards and assessing risks	<ul style="list-style-type: none"> a. Existing and potential hazards in the work area are identified and reported so that risk assessment and risk control procedures can be applied
4. Implement and monitor the organisation's procedures for controlling risks	<ul style="list-style-type: none"> a. Work procedures to control risks are implemented and adherence to them by the work group is monitored in accordance with workplace procedures b. Existing risk control measures are monitored and results reported regularly in accordance with workplace procedures c. Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and reported to designated personnel d. Inadequacies in resource allocation for implementation of risk control measures are identified and reported to designated personnel
5. Implement and monitor the organisation's procedures for dealing with hazardous events	<ul style="list-style-type: none"> a. Workplace procedures for dealing with hazardous events are implemented whenever necessary to ensure that prompt control action is taken b. Hazardous events are investigated to identify their cause in accordance with investigation procedures 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
6. Implement and monitor the organisation's procedures for providing occupational health and safety training	<ul style="list-style-type: none"> 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 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
7. Implement and monitor the organisation's procedures for maintaining occupational health and safety records	<ul style="list-style-type: none"> a. Occupational health and safety records for work area are accurately and legibly completed in accordance with workplace and legal requirements 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

Range of Variables

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

Evidence Guide

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

LMTWDGN-01A Operate load shifting equipment

Field: Warehousing and Distribution

This unit encompasses activities associated with the operation of load shifting equipment within various sectors of the TCF industry.

ELEMENT	PERFORMANCE CRITERIA
1. Conduct routine operations and safety checks of load shifting equipment	<ul style="list-style-type: none"> a. Most appropriate load shifting device is selected b. Routine pre-use checks are undertaken in accordance with manufacturer specifications and regulatory safety requirements c. Non-compliance with specifications is reported for repair or replacement d. Load shifting device is prepared, started and used in accordance with all safety and enterprise standard procedures e. Load shifting device is stopped or shut down in accordance with all safety and enterprise standard procedures f. Minor maintenance and cleaning are performed in accordance with manufacturer's specifications and/or enterprise procedures
2. Shift loads	<ul style="list-style-type: none"> a. Load shifting device is operated within design specifications and safe working load b. Load is lifted, ensuring balance, vision of operation and protection of load c. Safe and efficient path of movement is selected and used d. Path of movement is checked and monitored for obstacles and hazards, and safety is maintained e. Environmental requirements and procedures concerned with waste, pollution and recycling of materials are correctly applied at all stages of the process
3. Place loads	<ul style="list-style-type: none"> a. Loads are placed ensuring safety, stability, and protection of material and avoidance of hazards on site
4. Communicate information	<ul style="list-style-type: none"> a. Information regarding operations in work area is correctly relayed to and from other operators, shift and supervisory personnel, as required b. Documentation is correctly interpreted and records of receipts, despatch and movement correctly completed according to statutory requirements and enterprise standard procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed either individually or within a team environment b. Work is conducted under routine supervision with the exercise of initiative, discrimination and judgement c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment and practices may include	<ul style="list-style-type: none"> a. Work conducted in a variety of environments, such as: <ul style="list-style-type: none"> a.1. operational workplace activities a.2. restricted space a.3. hazardous, controlled or exposed conditions b. Load shifting equipment may include front end loader/back hoe, ride on forklift and pallet trucks, fixed and attachable job arms and the like, workshop or store travelling cranes, and/or chain blocks or load shifting equipment operated within limits of manufacturers recommended procedures and safe working loads c. All work and work practices are undertaken consistent with regulatory and legislative requirements d. Safety standards, licensing and environmental requirements are as specified by equipment manufacturers, regulatory authorities and the enterprise e. This unit applies to operational tasks may include: <ul style="list-style-type: none"> e.1. loading, unloading, transporting and transferring products, materials and equipment e.2. completion of records and documents e.3. operator maintenance of handling equipment and working environment in accordance with enterprise requirements f. Exposure to chemicals, dangerous or other hazardous substances g. Information retrieval and recording, either using keyboard or manual applications h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Enterprise work orders and instructions b. Invoices, cartnotes, dockets, tags or other identification c. Enterprise or external personnel d. Work scheduling documentation e. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to materials handling using load shifting equipment b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice including the storage, safe handling and disposal of chemicals d. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures e. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities and recording and retrieving information via keyboard or manual applications 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 g. Safety, environmental, housekeeping and quality procedures as specified by equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation d. Federal or State/Territory legislation associated with the licensing and operation of load shifting equipment

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"> a.1. comply with all relevant safety requirements a.2. interpret and apply information contained in work orders and instructions a.3. identify materials, equipment and products to be shifted a.4. handle, transport and place materials, equipment and products a.5. operate relevant goods and materials handling equipment a.6. perform basic operator maintenance of handling equipment and work area a.7. complete all relevant documentation and communicate work related information
2. Interdependent assessment of units	a. This unit may be assessed independently or with other relevant units making up job function
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. relevant machine/equipment principles and operation a.3. relevant materials handling procedures a.4. safety and environmental aspects of relevant enterprise processes a.5. general housekeeping policies and procedures a.6. procedures for maintenance of work area a.7. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret and apply work instructions and established procedures b.2. apply all relevant safety practices b.3. load, unload and place materials b.6. communicate effectively within the workplace b.7. document and transfer information
4. Resource implications	a. Access is required to real situations involving the operation of load shifting equipment including work areas, materials, handling equipment, and information on task requirements, relevant safety procedures and regulations, quality standards, and enterprise procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. completing tasks a.2. identifying and implementing procedure changes a.3. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management processes c. Actions are taken promptly and accidents and incidents reported in accordance with statutory requirements and enterprise procedures
6. Context for assessment	a. Assessment should preferably occur on the job but may be conducted in an appropriately simulated environment
	b. Competence should be demonstrated with a range of typical industry sector load shifting machines and equipment, 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	2	1	1