



# **LMT00**

## **Textiles, Clothing and Footwear Training Package**

**Volume 12 of 19  
Laundry Operations**

**Version Number: 3  
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Textiles Clothing and Footwear Training Package LMT00 Version 3

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Published by:	<i>TVET Australia</i> <i>Level 21/22, 390 St Kilda Rd</i> <i>Melbourne VIC 3004</i> <i>PO Box 12211 A'Beckett St PO</i> <i>Melbourne VIC 8006</i>
ABN:	99062758632
Phone:	+61 3 9832 8100
Fax:	+61 3 98328199
Email:	<a href="mailto:sales@tvetaustralia.com.au">sales@tvetaustralia.com.au</a>
Website:	<a href="http://www.tvetaustralia.com.au">www.tvetaustralia.com.au</a>

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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
<b>Volume 12</b>	<b>Laundry Operations</b>
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:

- LMT10806    Certificate I in Laundry Operations
- LMT21406    Certificate II in Laundry Operations
- LMT31106    Certificate III in Laundry Operations
- LMT40803    Certificate IV in Laundry Operations and Supervision

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'.

# Laundry Operations Units of Competency

## PRODUCTION

LMTPRLA-01A Collect, receive and sort product	4
LMTPRLA-02A Operate washing machines	4
LMTPRLA-03A Control washing machine operation	4
LMTPRLA-04A Perform linen rewash	4
LMTPRLA-05A Operate hydro extractor	4
LMTPRLA-06A Perform conditioning and/or drying processes	4
LMTPRLA-07A Operate finishing equipment	4
LMTPRLA-08A Repair damaged products	4
LMTPRLA-09A Inspect, fold and pack theatre linen	4
LMTPRLA-10A Prepare products for storage or despatch	4
LMTPRLA-11A Coordinate and process products for storage or despatch	4
LMTPRGN-12A Control production	4
LMTPRGN-15A Coordinate work of team/section	4
LMTPRGN-16A Organise and plan own work to achieve planned outcomes	4
LMTPRGN-01A Plan and implement production within a work team	4
LMTPRGN-03A Participate in production planning processes	4

## ENGINEERING

LMTEMGN-08A Perform minor maintenance	4
LMTEMLA-01A Program and monitor commercial laundry machine control systems	4

## QUALITY

LMTQAGN-01A Apply quality standards	4
LMTQAGN-03A Manage quality system and procedures	4

## MANAGEMENT

LMTMTLA-01A Monitor compliance with industry standards and regulations	4
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## HUMAN RESOURCES

LMTHRGN-01A Perform one-on-one training on the job	4
LMTHRGN-02A Work in a team environment	4
LMTHRGN-03A Participate in staffing processes	4
LMTHRGN-08A Follow defined OH&S policies and procedures	4
LMTHRGN-09A Implement and monitor OH&S in the workplace	4



## LMTPLA-01A Collect, receive and sort product

Field: Production

This unit covers the skills required to collect, receive and sort articles for recording and classification purposes. It involves the responsibility of ensuring that no foreign object or contaminant is included.

ELEMENT	PERFORMANCE CRITERIA
1. Receive product	<ul style="list-style-type: none"> <li>a. Safety procedures, including the use of protective clothing, to be undertaken when handling soiled product are identified</li> <li>b. Product is received and identified according to industry and enterprise procedures and/or AS 4146</li> <li>c. Relevant details are recorded in accordance with enterprise procedures</li> </ul>
2. Classify soiled product	<ul style="list-style-type: none"> <li>a. Soiled product is identified by code or receipt docket and in accordance with Australian Standard AS 4146</li> <li>b. Soiled product is classified according to enterprise procedures and AS 4146</li> <li>c. Products to be processed by dry cleaning are identified from manufacturer's labels/instructions</li> </ul>
3. Remove foreign objects and return lost property	<ul style="list-style-type: none"> <li>a. Procedures for the identification, removal and disposal of foreign objects and lost property from the product are correctly followed</li> <li>b. Disposal of dangerous or non-reusable items is assessed in accordance with enterprise procedures and AS 4146</li> <li>c. All safety procedures are adhered to in accordance with OH&amp;S and enterprise procedures</li> </ul>
4. Carry out preparation procedures	<ul style="list-style-type: none"> <li>a. Preparation procedures for the correct handling of special items are applied</li> <li>b. Machinery and equipment used to prepare special items are operated correctly</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&amp;S requirements are applied</li> <li>b. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>c. Equipment can include:               <ul style="list-style-type: none"> <li>c.1. towel unwinding machines</li> <li>c.2. tying machines</li> <li>c.3. marking equipment</li> <li>c.4. overhead rail and bagging systems</li> <li>c.5. conveyor systems</li> <li>c.6. automatic bin counting systems</li> </ul> </li> <li>d. Laundry or operating procedures can relate to:               <ul style="list-style-type: none"> <li>d.1. handling of product and/or foreign objects</li> <li>d.2. dealing with lost property</li> <li>d.3. manual handling of laundry products</li> <li>d.4. spontaneous combustion prevention</li> </ul> </li> <li>e. Handling of products may refer to:               <ul style="list-style-type: none"> <li>e.1. personal linen</li> <li>e.2. infectious product</li> <li>e.3. contaminated product</li> </ul> </li> <li>f. Foreign objects may include:               <ul style="list-style-type: none"> <li>f.1. scalpels</li> <li>f.2. needles, etc.</li> </ul> </li> <li>g. Manuals and specifications include coding procedures</li> <li>h. Data recording may include:               <ul style="list-style-type: none"> <li>h.1. keyboard</li> <li>h.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Manufacturers' labels, care labelling</li> <li>e. Organisation work orders</li> <li>f. Testing procedures and documentation</li> <li>g. Organisational or external personnel</li> <li>h. Order forms</li> <li>i. Transfer documentation</li> <li>j. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to collecting, receiving and sorting products for laundry activities</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities, quality assurance specifications, the enterprise, Australian Standard 4146 and ISO 9002</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. maintain accurate records for products received</li> <li>a.2. identify correct classification types for products</li> <li>a.3. ensure foreign objects/lost property is removed from products</li> <li>a.4. prepare products for laundry activity</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. enterprise policies and procedures</li> <li>a.3. range of processes</li> <li>a.4. product classification procedures</li> <li>a.5. care and maintenance procedures for products</li> <li>a.6. quality standards</li> <li>a.7. safety and environmental aspects of related to workplace operation, handling of products and manual handling</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret care instructions from labels</li> <li>b.2. remove and handle foreign objects</li> <li>b.3. operate associated equipment</li> <li>b.4. classify products to required standard</li> <li>b.5. communicate effectively within the workplace</li> <li>b.6. apply defined procedures</li> <li>b.7. receive and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. completing tasks</li> <li>a.2. maintaining standards</li> <li>a.3. applying safety precautions relevant to the task</li> <li>a.4. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard identification</li> <li>b.2. job procedures and work instructions</li> <li>b.3. emergency, fire and accident procedures</li> <li>b.4. use of personal protective clothing and equipment conforming to industry standards</li> <li>b.5. quality assurance procedures (where existing)</li> <li>b.6. security procedures</li> <li>b.7. waste disposal processes</li> <li>b.8. following recognised housekeeping processes</li> <li>b.9. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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

## LMTPLA-02A Operate washing machines

Field: Production

This unit covers the skills required to load products into washing machines and processing to laundry specifications and quality requirements. It involves machine operation and monitoring procedures.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for wash	<ul style="list-style-type: none"> <li>a. Production schedule and work load priorities are correctly identified and/or followed</li> <li>b. Washing machine loads are accurately determined by counting, weight, volume or classification</li> <li>c. Weighing machines are operated and size of load is determined by correctly reading indicator scales</li> <li>d. Washing sequences are selected and/or followed for a given process/product</li> <li>e. Washing machine operator instructions are correctly followed</li> <li>f. Records are completed in accordance with enterprise procedures</li> </ul>
2. Operate automatic washing machine, washer extractor or continuous batch washer	<ul style="list-style-type: none"> <li>a. Machine is loaded with correct weight for machine according to product classification, machine/manufacturers' specification, enterprise procedure and/or OH&amp;S requirements</li> <li>b. Program is correctly selected for type of wash</li> <li>c. Machine is operated in accordance with operating instructions</li> <li>d. Washing is unloaded using correct manual handling techniques where required</li> <li>e. Records are completed in accordance with enterprise procedures</li> </ul>
3. Operate manual washing machine or washer extractor	<ul style="list-style-type: none"> <li>a. Machine is loaded with correct weight for machine according to product classification</li> <li>b. Machine is operated in accordance with operating instructions</li> <li>c. Washing is unloaded using appropriate manual handling techniques where required</li> <li>d. Records are completed in accordance with enterprise procedures</li> </ul>
4. Monitor process operation	<ul style="list-style-type: none"> <li>a. Washing machine operation is monitored to ensure correct function and in accordance with enterprise procedures</li> <li>b. Washing machine operational faults are reported according to enterprise procedures</li> <li>c. Inspection of product is assessed to confirm conformance to requirements</li> <li>d. Non-conformance to standards is identified and appropriate action taken, as necessary, in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&amp;S requirements are applied</li> <li>b. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>c. Machines and equipment may be microprocessor or computer controlled and can relate to various types of laundry equipment including:               <ul style="list-style-type: none"> <li>c.1. automatic washing machines</li> <li>c.2. manual washing machines</li> <li>c.3. washer extractors</li> <li>c.4. continuous batch washers</li> <li>c.5. weighing machines</li> <li>c.6. chemical dosing equipment</li> </ul> </li> <li>d. Laundry or operating procedures can relate to:               <ul style="list-style-type: none"> <li>d.1. manual handling</li> <li>d.2. safe handling of chemicals</li> <li>d.3. preparation of chemical products</li> <li>d.4. preparation of dispensing systems</li> <li>d.5. quality control requirements</li> </ul> </li> <li>e. Procedures may relate to:               <ul style="list-style-type: none"> <li>e.1. chemical specifications/handling and use</li> <li>e.2. machines manual over-riding technology application</li> <li>e.3. identification of faults</li> <li>e.4. manual handling for loading and unloading machines</li> <li>e.5. safe use of machines</li> <li>e.6. quality control requirements</li> </ul> </li> <li>f. Machine loads may be determined by:               <ul style="list-style-type: none"> <li>f.1. counting</li> <li>f.2. weight</li> <li>f.3. volume</li> <li>f.4. classification</li> </ul> </li> <li>g. Data recording may include:               <ul style="list-style-type: none"> <li>g.1. keyboard</li> <li>g.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Chemical manufacturers' specifications</li> <li>e. Manufacturers' labels, care labelling</li> <li>f. Guidelines for the use of hazardous substances</li> <li>g. Organisation work orders</li> <li>h. Organisational or external personnel</li> <li>i. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to operating machines</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise, Australian Standard AS 4146 and, where relevant, ISO 9002</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. interpret production schedules and work load priorities</li> <li>a.2. load machine appropriately</li> <li>a.3. select program</li> <li>a.4. monitor operation</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. enterprise policies and procedures</li> <li>a.3. machine operation, program selection and monitoring procedures</li> <li>a.4. level of operator responsibility for equipment maintenance and monitoring</li> <li>a.5. characteristics and hazards of chemicals and dispensing systems</li> <li>a.6. quality standards</li> <li>a.7. safety and environmental aspects related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. determine load sizes</li> <li>b.2. use machines and related equipment</li> <li>b.3. use/handle chemicals safely</li> <li>b.4. classify and sort product</li> <li>b.5. maintain quality requirements for each stage of the process</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. apply defined procedures</li> <li>b.8. receive and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, equipment, products, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. completing tasks</li> <li>a.2. maintaining standards</li> <li>a.3. applying safety precautions relevant to the task</li> <li>a.4. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard identification</li> <li>b.2. job procedures and work instructions</li> <li>b.3. emergency, fire and accident procedures</li> <li>b.4. use of personal protective clothing and equipment conforming to industry standards</li> <li>b.5. quality assurance procedures (where existing)</li> <li>b.6. security procedures</li> <li>b.7. waste disposal processes</li> <li>b.8. following recognised housekeeping processes</li> <li>b.9. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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

## LMTPLA-03A Control washing machine operation

Field: Production

This unit covers the skills required in the preparation, control and monitoring of washing machines and processing of product to laundry specifications and quality requirements. It involves chemical dispensing and monitoring procedures.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for wash	<ul style="list-style-type: none"> <li>a. Production schedule and work load priorities are correctly identified and/or followed</li> <li>b. Washing machine loads are accurately determined by counting, weight, volume or classification</li> <li>c. Weighing machines are operated and size of load is determined by correctly reading indicator scales</li> <li>d. Washing sequences are selected and/or followed for a given process/product</li> <li>e. Washing machine operator instructions are correctly followed</li> <li>f. Records are completed in accordance with enterprise procedures</li> </ul>
2. Operate automatic washing machine, washer extractor or continuous batch washer	<ul style="list-style-type: none"> <li>a. Machine is loaded with correct weight according to product classification and machine manufacturers' specification, enterprise procedure and/or OH&amp;S requirements</li> <li>b. Washing program is selected for type of wash</li> <li>c. Chemical dispensing is selected for chemical dosing system, where relevant</li> <li>d. Machine is operated in accordance with operating instructions</li> <li>e. Chemicals and dosing system are prepared and monitored for correct operation and faults reported where appropriate</li> <li>f. Washing is unloaded using appropriate manual handling techniques where required</li> <li>g. Records are completed in accordance with enterprise procedures</li> </ul>
3. Operate manual washing machine or washer extractor	<ul style="list-style-type: none"> <li>a. Machine is loaded with correct weight for machine according to product classification</li> <li>b. Washing program is determined for type of wash</li> <li>c. Water levels and temperature are selected for load type</li> <li>d. Appropriate chemicals are added to machine</li> <li>e. Machine is operated in accordance with operating instructions</li> <li>f. Chemicals and dosing system are prepared and monitored for correct operation and faults reported where appropriate</li> <li>g. Washing is unloaded using appropriate manual handling techniques where required</li> <li>h. Records are completed in accordance with enterprise procedures</li> </ul>
4. Monitor washing machine operation	<ul style="list-style-type: none"> <li>a. Washing machine operation is monitored for correct water, temperature and chemical levels</li> <li>b. Program operation is monitored to ensure correct function</li> <li>c. Washing machine operational faults are reported according to enterprise procedures</li> </ul>
5. Classify product	<ul style="list-style-type: none"> <li>a. Product is classified and sorted according to finishing requirements</li> <li>b. Product is directed to correct area for finishing</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&amp;S requirements are applied</li> <li>b. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>c. Machines and equipment may be microprocessor or computer controlled and can relate to various types of laundry equipment including: <ul style="list-style-type: none"> <li>c.1. automatic washing machines</li> <li>c.2. manual washing machines</li> <li>c.3. washer extractors</li> <li>c.4. continuous batch washers</li> <li>c.5. weighing machines</li> <li>c.6. chemical dosing equipment</li> </ul> </li> <li>d. Laundry or operating procedures can relate to: <ul style="list-style-type: none"> <li>d.1. manual handling</li> <li>d.2. safe handling of chemicals</li> <li>d.3. preparation of chemical products</li> <li>d.4. preparation of dispensing systems</li> <li>d.5. quality control requirements</li> </ul> </li> <li>e. Procedures may relate to: <ul style="list-style-type: none"> <li>e.1. chemical specifications/handling and use</li> <li>e.2. machines manual over-riding technology application</li> <li>e.3. identification of faults</li> <li>e.4. manual handling for loading and unloading machines</li> <li>e.5. safe use of machines</li> <li>e.6. quality control requirements</li> </ul> </li> <li>f. Machine loads may be determined by: <ul style="list-style-type: none"> <li>f.1. counting</li> <li>f.2. weight</li> <li>f.3. volume</li> <li>f.4. classification</li> </ul> </li> <li>g. Data recording may include: <ul style="list-style-type: none"> <li>g.1. keyboard</li> <li>g.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Chemical manufacturers' specifications</li> <li>e. Manufacturers' labels, care labelling</li> <li>f. Guidelines for the use of hazardous substances</li> <li>g. Organisation work orders</li> <li>h. Organisational or external personnel</li> <li>i. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to operating and controlling machines</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise, Australian Standard AS 4146 and, where relevant, ISO 9002</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. interpret production schedules and work load priorities</li> <li>a.2. select washing sequences</li> <li>a.3. prepare chemicals</li> <li>a.4. control and monitor process operation</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. enterprise policies and procedures</li> <li>a.3. machine operation, program selection and monitoring procedures</li> <li>a.4. level of operator responsibility for equipment maintenance and monitoring</li> <li>a.5. characteristics and hazards of chemicals and dispensing systems</li> <li>a.6. quality standards</li> <li>a.7. safety and environmental aspects related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials</li> <li>a.8. workplace and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. ensure load sizes are within machine limits</li> <li>b.2. use machines and related equipment, including dispensing/dosing systems</li> <li>b.3. prepare and monitor chemicals safely</li> <li>b.4. classify and sort product</li> <li>b.5. maintain quality requirements for each stage of the process</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. interpret and apply established procedures</li> <li>b.8. document, assess and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, equipment, products, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures, including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> <li>b.7. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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

## LMTPLA-04A Perform linen rewash

Field: Production

This unit covers the skills required to identify stains and select rewash methods for linen to meet laundry specifications and quality requirements. It involves chemical dispensing and monitoring procedures.

ELEMENT	PERFORMANCE CRITERIA
1. Identify stain	<ul style="list-style-type: none"><li>a. Steps for identifying the stained product are followed in accordance with enterprise or industry procedures</li><li>b. Stain is identified and classified into categories in accordance with enterprise procedures</li></ul>
2. Determine rewash requirements	<ul style="list-style-type: none"><li>a. Rewash requirements for the identified stain and product type are determined</li></ul>
3. Carry out rewash procedure	<ul style="list-style-type: none"><li>a. Preparation for rewash is assessed in accordance with enterprise and machine operation procedures</li><li>b. Chemical products are prepared and used according to suppliers and laundry requirements</li><li>c. Machine is operated in accordance with manufacturer's and enterprise procedures</li><li>d. Washing machine operation is monitored to ensure correct function</li><li>e. Operating faults are identified and reported in accordance with enterprise procedures</li></ul>
4. Record rewash information	<ul style="list-style-type: none"><li>a. Data is recorded and stored in accordance with industry and enterprise procedures</li></ul>



## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&amp;S requirements are applied</li> <li>b. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>c. Machines and equipment may be microprocessor or computer controlled and can relate to various types of laundry equipment including:               <ul style="list-style-type: none"> <li>c.1. automatic washing machines</li> <li>c.2. manual washing machines</li> <li>c.3. washer extractors</li> <li>c.4. continuous batch washers</li> <li>c.5. weighing machines</li> <li>c.6. chemical dosing equipment</li> </ul> </li> <li>d. Laundry or operating procedures can relate to:               <ul style="list-style-type: none"> <li>d.1. manual handling</li> <li>d.2. safe handling of chemicals</li> <li>d.3. preparation of chemical products</li> <li>d.4. preparation of dispensing systems</li> <li>d.5. quality control requirements</li> </ul> </li> <li>e. Procedures and specifications may relate to:               <ul style="list-style-type: none"> <li>e.1. chemical specifications/handling and use</li> <li>e.2. machine manual over-riding technology</li> <li>e.3. identification of faults</li> <li>e.4. manual handling for loading and unloading machines</li> <li>e.5. safe use of machines</li> <li>e.6. quality control requirements</li> </ul> </li> <li>f. Machine loads may be determined by:               <ul style="list-style-type: none"> <li>f.1. counting</li> <li>f.2. weight</li> <li>f.3. volume</li> <li>f.4. stain and/or product classification</li> </ul> </li> <li>g. Products include all articles</li> <li>h. Identification of faults refers to being aware of a problem (where applicable)</li> <li>i. Data recording may include:               <ul style="list-style-type: none"> <li>i.1. keyboard</li> <li>i.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Chemical manufacturers' specifications</li> <li>e. Manufacturers' labels, care labelling</li> <li>f. Guidelines for the use of hazardous substances</li> <li>g. Organisation work orders</li> <li>h. Organisational or external personnel</li> <li>i. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to product rewash procedures and operating machines</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise, Australian Standard AS 4146 and, where relevant, ISO 9002</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. follow steps for correct stain identification</li> <li>a.2. select/determine appropriate rewash requirements for a range of applications</li> <li>a.3. prepare and use chemicals</li> <li>a.4. monitor process operation</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. enterprise policies and procedures</li> <li>a.3. characteristics of stains, their relevant identification procedures and removal techniques</li> <li>a.4. machine operation, program selection and monitoring procedures</li> <li>a.5. characteristics and hazards of chemicals and dispensing systems</li> <li>a.6. quality standards</li> <li>a.7. safety and environmental aspects related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials</li> <li>a.8. workplace and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. recognise, identify and assess the range of common stains normally encountered</li> <li>b.2. use machines and related equipment, including dispensing/dosing systems</li> <li>b.3. prepare and monitor chemicals safely</li> <li>b.4. identify faults</li> <li>b.5. maintain quality requirements for each stage of the process</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. interpret and apply established procedures</li> <li>b.8. document, assess and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, equipment, products, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures, including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> <li>b.7. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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

## LMTPLA-05A Operate hydro extractor

Field: Production

This unit covers the skills required to operate hydro extractors throughout the hydro extraction process to meet laundry specifications and quality requirements. It may involve the use of manual or spring loading.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare equipment for operation	<ul style="list-style-type: none"> <li>a. Procedures for hydro machine start up and stopping are performed in accordance with manufacturers' and enterprise requirements</li> <li>b. All safety procedures relating to safe operation are followed</li> </ul>
2. Operate hydro extraction machine	<ul style="list-style-type: none"> <li>a. Machines are loaded according to type and laundry loading procedures</li> <li>b. Machines are monitored during operation to ensure correct balance is maintained</li> <li>c. Machines are loaded/unloaded using appropriate manual handling techniques or by correctly operating loading/unloading equipment</li> <li>d. Operating faults are identified and reported in accordance with enterprise procedures</li> <li>e. Records are completed in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&amp;S requirements are applied</li> <li>b. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>c. Machines and equipment can refer to: <ul style="list-style-type: none"> <li>c.1. hydro extraction machine (manual loading, spring loaded trolleys)</li> <li>c.2. membrane press</li> <li>c.3. hydraulic rams</li> <li>c.4. conveying equipment</li> <li>c.5. transfer equipment</li> </ul> </li> <li>d. Laundry and operating procedures can relate to: <ul style="list-style-type: none"> <li>d.1. manual handling techniques</li> <li>d.2. equipment operation</li> <li>d.3. fault identification</li> <li>d.4. machine isolation</li> <li>d.5. quality control requirements</li> <li>d.6. classification of products</li> <li>d.7. safety checks</li> <li>d.8. foreign objects</li> </ul> </li> <li>e. Classification of product according to finishing requirements can include: <ul style="list-style-type: none"> <li>e.1. folding</li> <li>e.2. ironing</li> <li>e.3. pressing</li> </ul> </li> <li>f. Identification of faults refers to having awareness of a problem</li> <li>g. Data recording may include: <ul style="list-style-type: none"> <li>g.1. keyboard</li> <li>g.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Chemical manufacturers' specifications</li> <li>e. Manufacturers' labels, care labelling</li> <li>f. Guidelines for the use of hazardous substances</li> <li>g. Organisation work orders</li> <li>h. Organisational or external personnel</li> <li>i. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to operating extractors/machines</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise, Australian Standard AS 4146 and, where relevant, ISO 9002</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. ensure equipment is prepared for operation</li> <li>a.2. load extractor appropriately</li> <li>a.3. monitor process operation</li> <li>a.4. identify faults</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. enterprise policies and procedures</li> <li>a.3. machine operation and monitoring procedures</li> <li>a.4. level of operator responsibility for equipment maintenance and monitoring</li> <li>a.5. quality standards</li> <li>a.6. safety and environmental aspects related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials</li> <li>a.7. workplace procedures</li> <li>a.8. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. use extractors and related equipment</li> <li>b.2. identify operational faults</li> <li>b.3. classify and sort product</li> <li>b.4. maintain quality requirements for each stage of the process</li> <li>b.5. communicate effectively within the workplace</li> <li>b.6. apply defined procedures</li> <li>b.7. receive and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, equipment, products, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. completing tasks</li> <li>a.2. maintaining standards</li> <li>a.3. applying safety precautions relevant to the task</li> <li>a.4. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard identification</li> <li>b.2. job procedures and work instructions</li> <li>b.3. emergency, fire and accident procedures</li> <li>b.4. use of personal protective clothing and equipment conforming to industry standards</li> <li>b.5. quality assurance procedures (where existing)</li> <li>b.6. security procedures</li> <li>b.7. waste disposal processes</li> <li>b.8. following recognised housekeeping processes</li> <li>b.9. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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

## LMTPLA-06A Perform conditioning and/or drying processes

Field: Production

This unit covers the skills required for the conditioning and/or drying of products according to laundry procedures and quality requirements. It includes preparation for the finishing process.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare machines for operation	<ul style="list-style-type: none"> <li>a. Production schedule and workload priorities are correctly interpreted and/or followed</li> <li>b. Schedules for the cleaning of dryer filters are interpreted and/or followed</li> <li>c. Procedures for drying machine start up are performed in accordance with manufacturers' specifications and enterprise procedures</li> </ul>
2. Classify product	<ul style="list-style-type: none"> <li>a. Product classification is checked and sorted according to finishing requirements</li> </ul>
3. Operate dryer	<ul style="list-style-type: none"> <li>a. Drying programs are followed for given product type and size of load</li> <li>b. Dryers are loaded/unloaded using manual handling techniques or by correctly operating loading/unloading equipment</li> <li>c. Appropriate cycle/timing/temperature for loads are selected, where required</li> <li>d. Records are completed in accordance with enterprise procedures</li> <li>e. Dryer is operated in accordance with operating instructions</li> <li>f. Dryers are monitored for correct operation</li> <li>g. Dryer operating faults are identified and reported in accordance with enterprise procedures</li> <li>h. Product cool down procedures are followed</li> <li>i. Unloading is assessed in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&amp;S requirements are applied</li> <li>b. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>c. Machines and equipment may relate to:               <ul style="list-style-type: none"> <li>c.1. dryers</li> <li>c.2. loading/unloading equipment</li> <li>c.3. conveyors</li> <li>c.4. transfer equipment</li> </ul> </li> <li>d. Drying machine operation relates to laundry products and may include:               <ul style="list-style-type: none"> <li>d.1. pre-conditioning</li> <li>d.2. conditioning</li> <li>d.3. drying</li> </ul> </li> <li>e. Laundry or operating procedures can relate to:               <ul style="list-style-type: none"> <li>e.1. manual handling techniques</li> <li>e.2. laundry procedures for loading and unloading</li> <li>e.3. machine safety checks</li> <li>e.4. auto lint filters</li> <li>e.5. spontaneous combustion prevention</li> <li>e.6. identification of faults</li> <li>e.7. safe use of machines</li> <li>e.8. quality control requirements</li> </ul> </li> <li>f. Drying machine program selection refers to:               <ul style="list-style-type: none"> <li>f.1. drying cycles</li> <li>f.2. temperature</li> <li>f.3. time</li> </ul> </li> <li>g. Classification of product for finishing requirements may include:               <ul style="list-style-type: none"> <li>g.1. folding</li> <li>g.2. ironing</li> <li>g.3. pressing</li> </ul> </li> <li>h. Identification of faults refers to being aware of a problem (where applicable)</li> <li>i. Data recording may include:               <ul style="list-style-type: none"> <li>i.1. keyboard</li> <li>i.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Chemical manufacturers' specifications</li> <li>e. Manufacturers' labels, care labelling</li> <li>f. Guidelines for the use of hazardous substances</li> <li>g. Organisation work orders</li> <li>h. Organisational or external personnel</li> <li>i. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to conditioning/drying processes and operating machines</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise, Australian Standard AS 4146 and ISO 9002</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. interpret production schedules and work load priorities</li> <li>a.2. load machine appropriately</li> <li>a.3. select program</li> <li>a.4. monitor process operation</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. enterprise policies and procedures</li> <li>a.3. machine operation, program selection and monitoring procedures</li> <li>a.4. level of operator responsibility for equipment maintenance and monitoring</li> <li>a.5. characteristics and hazards of working with heat/steam</li> <li>a.6. product cool down procedures and minimisation of spontaneous combustion</li> <li>a.7. quality standards</li> <li>a.8. safety and environmental aspects of related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials</li> <li>a.9. workplace and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. use machines and related equipment</li> <li>b.2. classify and sort product</li> <li>b.3. follow dryer cleaning schedule</li> <li>b.4. identify faults</li> <li>b.5. maintain quality requirements for each stage of the process</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. interpret and apply established procedures</li> <li>b.8. document, assess and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, equipment, products, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures, including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> <li>b.7. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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



## LMTPRLA-07A Operate finishing equipment

Field: Production

This unit covers the skills required to operate finishing equipment, inspect products and fold and prepare finished products for dispatch.

ELEMENT	PERFORMANCE CRITERIA
1. Operate finishing equipment	<ul style="list-style-type: none"> <li>a. Procedures for start up and stopping of finishing equipment are performed</li> <li>b. Safety requirements related to machine overrides and protective clothing are followed</li> <li>c. Schedules are followed or checked to ensure enterprise requirements are met</li> <li>d. Product is classified and sorted according to finishing and rework requirements</li> <li>e. Products are prepared for finishing in accordance with product requirements</li> <li>f. Product is fed into finishing equipment manually or by use of proper aids</li> <li>g. Machines are monitored and/or adjusted in accordance with specified procedures and consistent with operators' skill level</li> <li>h. Operating faults are identified and reported in accordance with enterprise procedures</li> </ul>
2. Inspect product	<ul style="list-style-type: none"> <li>a. Products are inspected for conformance to quality standards</li> <li>b. Products not meeting quality standards are rejected or returned for rework</li> <li>c. Damaged or torn products are identified for repair or return in accordance with enterprise procedures</li> <li>d. Records are completed in accordance with enterprise procedures</li> </ul>
3. Fold product	<ul style="list-style-type: none"> <li>a. Product is folded to meet enterprise requirements</li> </ul>
4. Prepare finished products for dispatch	<ul style="list-style-type: none"> <li>a. Products are classified and stored for distribution according to laundry procedures</li> </ul>
5. Maintain distribution records	<ul style="list-style-type: none"> <li>a. Finished product records are accurately maintained according to enterprise requirements</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&amp;S requirements are applied</li> <li>b. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>c. The order in which processes are completed may vary depending on the type of laundry or the arrangements with individual clients</li> <li>d. Folding also includes hand-folding processes</li> <li>e. Manuals and specifications include chemical specification and storage</li> <li>f. Equipment may include: <ul style="list-style-type: none"> <li>f.1. pressing equipment, which may include trouser toppler, trouser legger, dolly, puffer, dry press, hand iron, hot head press, coat press</li> <li>f.2. tunnel finishing equipment</li> <li>f.3. feeding equipment</li> <li>f.4. single or multi roller iron</li> <li>f.5. folding equipment, including towel roller</li> <li>f.6. stacking equipment</li> </ul> </li> <li>g. Laundry or operating procedures can relate to: <ul style="list-style-type: none"> <li>g.1. manual handling techniques</li> <li>g.2. machine operation</li> <li>g.3. procedure for coding and rewash</li> <li>g.4. reporting procedures for faults, safety checks, etc.</li> <li>g.5. classification of products (code, number, tying, wrapping, customer)</li> </ul> </li> <li>h. Procedures may relate to: <ul style="list-style-type: none"> <li>h.1. machines manual over-riding technology application</li> <li>h.2. identification of faults</li> <li>h.3. manual handling for loading and unloading machines</li> <li>h.4. safe use of machines</li> <li>h.5. quality control requirements</li> </ul> </li> <li>i. Data recording may include: <ul style="list-style-type: none"> <li>i.1. keyboard</li> <li>i.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Chemical manufacturers' specifications</li> <li>e. Manufacturers' labels, care labelling</li> <li>f. Guidelines for the use of hazardous substances</li> <li>g. Organisation work orders</li> <li>h. Organisational or external personnel</li> <li>i. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the operation of finishing equipment</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise, Australian Standard AS 4146 and, where relevant, ISO 9002</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. interpret production schedules and work load priorities</li> <li>a.2. operate finishing equipment</li> <li>a.3. inspect product</li> <li>a.4. finish and fold product</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. enterprise policies and procedures</li> <li>a.3. machine operation, program selection and monitoring procedures</li> <li>a.4. level of operator responsibility for equipment maintenance and monitoring</li> <li>a.5. quality standards</li> <li>a.6. safety and environmental aspects related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials</li> <li>a.7. workplace procedures</li> <li>a.8. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. determine load sizes</li> <li>b.2. use machines and related equipment</li> <li>b.3. classify and sort product</li> <li>b.4. maintain quality requirements for each stage of the process</li> <li>b.5. communicate effectively within the workplace</li> <li>b.6. apply defined procedures</li> <li>b.7. receive and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, equipment, products, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. completing tasks</li> <li>a.2. maintaining standards</li> <li>a.3. applying safety precautions relevant to the task</li> <li>a.4. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard identification</li> <li>b.2. job procedures and work instructions</li> <li>b.3. emergency, fire and accident procedures</li> <li>b.4. use of personal protective clothing and equipment conforming to industry standards</li> <li>b.5. quality assurance procedures (where existing)</li> <li>b.6. security procedures</li> <li>b.7. waste disposal processes</li> <li>b.8. following recognised housekeeping processes</li> <li>b.9. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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

## LMTPLA-08A Repair damaged products

Field: Production

This unit covers the skills required to grade, classify and repair damaged products according to sizing and quality requirements. It involves the operation of related mending equipment.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for operation	<ul style="list-style-type: none"><li>a. Workstation is set up in accordance with safety and workplace requirements</li><li>b. Machine is set up in accordance with specification for the work</li></ul>
2. Operate mending equipment	<ul style="list-style-type: none"><li>a. Product is checked for repair or condemning in accordance with enterprise requirements</li><li>b. Repairs to damaged products are performed in accordance with required specifications</li><li>c. Machine is operated in accordance with manufacturer's specifications and enterprise procedures</li><li>d. Operating faults are identified and reported in accordance with enterprise procedures</li></ul>
3. Maintain product repair records	<ul style="list-style-type: none"><li>a. Finished product repair records are accurately maintained to meet enterprise requirements</li></ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&amp;S requirements are applied</li> <li>b. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>c. Mending machines and equipment may refer to:               <ul style="list-style-type: none"> <li>c.1. sewing machine</li> <li>c.2. marking machine</li> <li>c.3. heat seal machine</li> <li>c.4. overlocker</li> <li>c.5. button sewing machine</li> <li>c.6. darning machine</li> <li>c.7. stud machine</li> <li>c.8. vulcaniser</li> <li>c.9. other related equipment/machines</li> </ul> </li> <li>d. Repair tasks could include:               <ul style="list-style-type: none"> <li>d.1. machine sewing</li> <li>d.2. hand sewing</li> </ul> </li> <li>e. Laundry or operating procedures may relate to:               <ul style="list-style-type: none"> <li>e.1. repairing/resizing</li> <li>e.2. recycling</li> <li>e.3. condemning articles</li> <li>e.4. recoding</li> <li>e.5. repairs on theatre linen (according to AS 2892)</li> <li>e.6. manual handling techniques</li> <li>e.7. safe use of machines and related equipment</li> <li>e.8. reporting procedures for faults, safety checks, etc.</li> <li>e.9. quality assurance</li> </ul> </li> <li>f. Identification of faults refers to being aware of a problem</li> <li>g. Data recording may include:               <ul style="list-style-type: none"> <li>g.1. keyboard</li> <li>g.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Manufacturers' labels, care labelling</li> <li>e. Organisation work orders</li> <li>f. Organisational or external personnel</li> <li>g. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to operating machines and performing repairs</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. select equipment for specific tasks</li> <li>a.2. identify, grade and classify repair requirements</li> <li>a.3. perform repairs</li> <li>a.4. monitor process operation</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. enterprise policies and procedures</li> <li>a.3. machine/equipment applications, operation, monitoring and adjustment procedures</li> <li>a.4. basic knowledge of fibres and fabrics</li> <li>a.5. repair techniques and procedures</li> <li>a.6. quality standards</li> <li>a.7. safety and environmental aspects of related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials</li> <li>a.8. workplace and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. prepare work area and machine</li> <li>b.2. use equipment and make adjustments</li> <li>b.3. carry out a range of repairs</li> <li>b.4. inspect finished products</li> <li>b.5. maintain quality requirements for each stage of the process</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. interpret and apply established procedures</li> <li>b.8. document, assess and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, equipment, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures, including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> <li>b.7. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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

## LMTPLA-09A Inspect, fold and pack theatre linen

Field: Production

This unit covers the final checking and inspection of clean theatre linen to ensure customer requirements and quality standards have been met. It includes the sorting, folding and packing processes.

ELEMENT	PERFORMANCE CRITERIA
1. Check and classify cleaned theatre linen	<ul style="list-style-type: none"> <li>a. Environmental standards for packing of theatre linen are applied and maintained</li> <li>b. Clean theatre linen is checked for grease/stains/lint, identifying markers, damage and/or quality/wear in accordance with enterprise procedures</li> <li>c. Reject linen is classified for rework, where required</li> </ul>
2. Fold theatre linen	<ul style="list-style-type: none"> <li>a. Product is folded according to hospital theatre specifications and/or relevant Australian Standards</li> <li>b. Hospital and laundry linen coding systems are applied</li> </ul>
3. Pack product for dispatch	<ul style="list-style-type: none"> <li>a. Package content requirements are determined</li> <li>b. Packs are configured according to hospital theatre and laundry procedures</li> <li>c. Packs are wrapped according to hospital theatre requirements/specifications</li> <li>d. Final finish of theatre packs is assessed in accordance with enterprise procedures</li> <li>e. Packed product is recorded and documented according to laundry requirements</li> </ul>
4. Dispatch product	<ul style="list-style-type: none"> <li>a. Protective covering requirements for products are determined</li> <li>b. Products are loaded into transport equipment using safe manual handling techniques</li> <li>c. Orders are assigned according to transport requirements</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&amp;S requirements are applied</li> <li>b. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>c. Inspection procedures may relate to:               <ul style="list-style-type: none"> <li>c.1. general quality requirements</li> <li>c.2. special instructions</li> </ul> </li> <li>d. Special instructions or requirements could include:               <ul style="list-style-type: none"> <li>d.1. packaging requirements, including configuration, wrapping, labelling</li> <li>d.2. final finishing instructions for theatre packs</li> <li>d.3. rework classification or instructions</li> </ul> </li> <li>e. Laundry or operating procedures may relate to:               <ul style="list-style-type: none"> <li>e.1. hospital theatre pre-pack specifications</li> <li>e.2. reject classifications</li> <li>e.3. coding systems</li> <li>e.4. manual handling techniques</li> <li>e.5. safe use of machines and related equipment</li> <li>e.6. reporting procedures for non-conformance, faults, safety checks, etc.</li> </ul> </li> <li>f. Folding routines are completed as part of a production team</li> <li>g. Environmental standards for the clean room meet requirements for theatre linen preparation</li> <li>h. Packs include standard medical theatre pre-packs</li> <li>i. Classification of product according to rework requirements can include:               <ul style="list-style-type: none"> <li>i.1. dry cleaning</li> <li>i.2. rewash</li> <li>i.3. mending</li> <li>i.4. condemning</li> </ul> </li> <li>j. Transport equipment can include:               <ul style="list-style-type: none"> <li>j.1. trolleys</li> <li>j.2. bins</li> <li>j.3. baskets</li> <li>j.4. racks</li> <li>j.5. vehicles</li> </ul> </li> <li>k. Machines and equipment can refer to:               <ul style="list-style-type: none"> <li>k.1. Light intensifying table</li> <li>k.2. Heat seal repair machine</li> <li>k.3. Delinting equipment</li> </ul> </li> <li>l. Data recording may include:               <ul style="list-style-type: none"> <li>l.1. keyboard</li> <li>l.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Manufacturers' labels, care labelling</li> <li>e. Special attention tags</li> <li>f. Organisation work orders</li> <li>g. Organisational or external personnel</li> <li>h. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the inspection, folding and packing of theatre linen</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise, Australian Standard 4146, AS 2892 and associated standards</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. identify/confirm inspection requirements</li> <li>a.2. check theatre linen</li> <li>a.3. determine process for non-conformance to standards</li> <li>a.4. pack products appropriately</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. enterprise policies and procedures</li> <li>a.3. inspection techniques and procedures</li> <li>a.4. folding and packing procedures of articles</li> <li>a.5. classification processes of products for rework</li> <li>a.6. quality and environmental standards and specifications</li> <li>a.7. safety and environmental aspects of related to workplace operation and manual handling, including consumable or hazardous materials</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. apply environmental standards for packing</li> <li>b.2. perform inspection procedures</li> <li>b.3. recognise non-conformance</li> <li>b.4. classify reject linen for rework</li> <li>b.5. maintain quality requirements for each stage of the process</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. interpret and apply established procedures</li> <li>b.8. document, assess and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, equipment, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures, including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> <li>b.7. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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

## LMTPLA-10A Prepare products for storage or despatch

Field: Production

This unit covers the skills required to compile, pack and consign orders according to transportation or storage requirements. It includes inspecting equipment prior to packing.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare product for despatch	<ul style="list-style-type: none"><li>a. Records are checked, where relevant, to ensure requirements are met</li><li>b. Orders are compiled to customer specifications/requirements</li><li>c. Orders are coordinated to meet delivery or collection timetables</li></ul>
2. Product is packed for delivery or collection	<ul style="list-style-type: none"><li>a. Transport or storage equipment is inspected prior to packing to ensure cleanliness specifications are met</li><li>b. Packing sequences are followed</li><li>c. Products are packaged to meet laundry and client requirements</li><li>d. Final inspection is assessed in accordance with quality standards</li></ul>
3. Process orders and dockets	<ul style="list-style-type: none"><li>a. Despatch, storage and/or other related documentation is checked in accordance with enterprise procedures</li></ul>
4. Store products	<ul style="list-style-type: none"><li>a. Records are maintained in accordance with enterprise procedures</li><li>b. Products are stored in an appropriate location in accordance with enterprise procedures and AS 4146</li><li>c. Orders are assigned according to storage/transport requirements</li></ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>b. Preparation for despatch may relate to:               <ul style="list-style-type: none"> <li>b.1. care requirements</li> <li>b.2. packaging</li> <li>b.3. correct labelling and identification</li> </ul> </li> <li>c. Compiling orders for despatch could include:               <ul style="list-style-type: none"> <li>c.1. checking specifications and documentation</li> <li>c.2. coordinating orders</li> </ul> </li> <li>d. Operating procedures may relate to:               <ul style="list-style-type: none"> <li>d.1. packaging</li> <li>d.2. cleaning</li> <li>d.3. storage</li> <li>d.4. transport</li> <li>d.5. manual handling techniques</li> <li>d.6. safe use of machines and related equipment</li> </ul> </li> <li>e. Transport or storage equipment can include:               <ul style="list-style-type: none"> <li>e.1. trolleys</li> <li>e.2. bins</li> <li>e.3. baskets</li> <li>e.4. racks</li> <li>e.5. vehicles</li> <li>e.6. weighing machines</li> <li>e.7. conveyor equipment</li> <li>e.8. tying, wrapping, banding and hanging equipment (including heat shrink equipment)</li> <li>e.9. auto ID equipment, bar coding equipment</li> <li>e.10. folding equipment</li> <li>e.11. shelving</li> </ul> </li> <li>f. Data recording may include:               <ul style="list-style-type: none"> <li>f.1. keyboard</li> <li>f.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Manufacturers' labels, care labelling</li> <li>e. Special attention tags</li> <li>f. Organisation work orders</li> <li>g. Organisational or external personnel</li> <li>h. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to packing, storage and despatch processes</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities, the enterprise and Australian Standard 4146 and ISO 9002</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. confirm requirements</li> <li>a.2. prepare products for storage or despatch</li> <li>a.3. pack products appropriately</li> <li>a.4. compile orders for despatch</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. store/enterprise policies and procedures</li> <li>a.3. packing and handling procedures</li> <li>a.4. delivery and collection timetables</li> <li>a.5. quality standards</li> <li>a.6. safety and environmental aspects of related to workplace operation and manual handling, including consumable or hazardous materials</li> <li>a.7. workplace and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. handle products appropriately</li> <li>b.2. select and use equipment</li> <li>b.3. meet customer and enterprise specifications/requirements</li> <li>b.4. locate and apply relevant information</li> <li>b.5. maintain quality requirements for each stage of the process</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. apply defined procedures</li> <li>b.8. receive and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, products, equipment, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. completing tasks</li> <li>a.2. maintaining standards</li> <li>a.3. applying safety precautions relevant to the task</li> <li>a.4. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard identification</li> <li>b.2. job procedures and work instructions</li> <li>b.3. emergency, fire and accident procedures</li> <li>b.4. use of personal protective clothing and equipment conforming to industry standards</li> <li>b.5. quality assurance procedures (where existing)</li> <li>b.6. security procedures</li> <li>b.7. waste disposal processes</li> <li>b.8. following recognised housekeeping processes</li> <li>b.9. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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

## LMTPLA-11A Coordinate and process products for storage or despatch

Field: Production

This unit covers the skills required to coordinate, process and check orders for transportation or storage requirements. It includes coordinating orders for delivery or collection.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare product for dispatch	<ul style="list-style-type: none"> <li>a. Records are checked to ensure requirements are met</li> <li>b. Orders are compiled to customer specifications/requirements</li> <li>c. Orders are coordinated to meet delivery or collection timetables</li> </ul>
2. Coordinate and pack product for delivery or collection	<ul style="list-style-type: none"> <li>a. Transport or storage equipment is inspected prior to packing to ensure cleanliness specifications are met</li> <li>b. Packing sequences are planned and coordinated according to enterprise procedures</li> <li>c. Products are packaged to meet laundry and client requirements</li> <li>d. Orders are checked for correct quantity and weight, and are labelled according to laundry specifications</li> <li>e. Final inspection is assessed in accordance with quality standards</li> </ul>
3. Process orders and dockets	<ul style="list-style-type: none"> <li>a. Despatch, storage and/or other related documentation is completed accurately and legibly in accordance with enterprise procedures</li> </ul>
4. Store products	<ul style="list-style-type: none"> <li>a. Records are maintained in accordance with enterprise procedures</li> <li>b. Products are stored in an appropriate location in accordance with enterprise procedures and AS 4146</li> <li>c. Orders are assigned according to storage/transport requirements</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work is performed under some supervision, generally within a team environment</li> <li>b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&amp;S requirements are applied</li> <li>b. Exposure to sharp objects, chemicals, dangerous or hazardous substances</li> <li>c. Preparation for dispatch may relate to:               <ul style="list-style-type: none"> <li>c.1. care requirements</li> <li>c.2. packaging</li> <li>c.3. correct labelling and identification</li> </ul> </li> <li>d. Compiling orders for dispatch could include:               <ul style="list-style-type: none"> <li>d.1. checking specifications and documentation</li> <li>d.2. sequencing delivery points</li> <li>d.3. coordinating orders</li> </ul> </li> <li>e. Operating procedures may relate to:               <ul style="list-style-type: none"> <li>e.1. packaging</li> <li>e.2. cleaning</li> <li>e.3. storage</li> <li>e.4. transport</li> <li>e.5. manual handling techniques</li> <li>e.6. safe use of machines and related equipment</li> </ul> </li> <li>f. Transport or storage equipment can include:               <ul style="list-style-type: none"> <li>f.1. trolleys</li> <li>f.2. bins</li> <li>f.3. baskets</li> <li>f.4. racks</li> <li>f.5. vehicles</li> <li>f.6. weighing machines</li> <li>f.7. conveyor equipment</li> <li>f.8. tying, wrapping, banding and hanging equipment (including heat shrink equipment)</li> <li>f.9. auto ID equipment, bar coding equipment</li> <li>f.10. folding equipment</li> <li>f.11. shelving</li> </ul> </li> <li>g. Data recording may include:               <ul style="list-style-type: none"> <li>g.1. keyboard</li> <li>g.2. manual recording applications</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Customer/s</li> <li>b. Requisition dockets, tags or other identification</li> <li>c. Machine/equipment manufacturers' specifications and instructions</li> <li>d. Manufacturers' labels, care labelling</li> <li>e. Special attention tags</li> <li>f. Organisation work orders</li> <li>g. Organisational or external personnel</li> <li>h. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to packing, storage and dispatch processes</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities, the enterprise and Australian Standard 4146 and ISO 9002</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate skills and knowledge to:               <ul style="list-style-type: none"> <li>a.1. inspect transport or storage equipment</li> <li>a.2. ensure products are prepared for storage or dispatch appropriately</li> <li>a.3. plan packing sequences</li> <li>a.4. compile/coordinate orders for dispatch</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. store/enterprise policies and procedures</li> <li>a.3. packing and handling procedures</li> <li>a.4. delivery and collection timetables</li> <li>a.5. quality standards</li> <li>a.6. safety and environmental aspects of related to workplace operation and manual handling, including consumable or hazardous materials</li> <li>a.7. workplace procedures</li> <li>a.8. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. identify requirements</li> <li>b.2. coordinate storage and dispatch processes</li> <li>b.3. check orders</li> <li>b.4. organise packaging procedures</li> <li>b.5. meet customer and enterprise specifications/requirements</li> <li>b.6. maintain quality requirements for each stage of the process</li> <li>b.7. communicate effectively within the workplace</li> <li>b.8. interpret and apply established procedures</li> <li>b.9. document, assess and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, products, equipment, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures, including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> <li>b.7. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated workplace</li> </ul>

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

**LMTPRGN-12A Control production****Field: Production**

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

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



## Range of Variables

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

## Evidence Guide

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

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

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

Field: Production

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

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

## Range of Variables

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

## Evidence Guide

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

## KEY COMPETENCIES

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

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

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Confirm and interpret work requirements	<ul style="list-style-type: none"> <li>a. Work requirements are confirmed with relevant personnel</li> <li>b. Work requirements are interpreted in accordance with workplace procedures</li> </ul>
2. Develop personal work plan	<ul style="list-style-type: none"> <li>a. The steps required to complete the work are identified and confirmed with other personnel</li> <li>b. Quality requirements of the client organisation are confirmed and interpreted</li> <li>c. Critical deadlines, outcome objectives and sequence of operations are established and documented in accordance with workplace procedures</li> </ul>
3. Communicate with relevant personnel	<ul style="list-style-type: none"> <li>a. Relevant personnel in the client organisation are identified and contacted</li> <li>b. Operation plan is confirmed or altered in accordance with workplace procedures</li> </ul>
4. Access resources	<ul style="list-style-type: none"> <li>a. Specified resources are identified and accessed in accordance with workplan</li> </ul>
5. Coordinate work	<ul style="list-style-type: none"> <li>a. Work assessed in accordance with planned steps and quality criteria</li> <li>b. Work is regularly checked against specifications, established deadlines and identified quality standards and action is taken to rectify work which is not in accordance with requirements</li> <li>c. Problems are identified and investigated in accordance with workplace procedures</li> <li>d. Problems are rectified or reported in accordance with workplace procedures</li> </ul>
6. Keep records of work	<ul style="list-style-type: none"> <li>a. Record system is established in accordance with workplace requirements</li> <li>b. Records are kept in accordance with record system procedures</li> </ul>
7. Implement workplace health and safety practices	<ul style="list-style-type: none"> <li>a. Workplace health and safety precautions and procedures are identified and followed</li> <li>b. Action is taken in accordance with workplace procedures to prevent accidents and to eliminate risks to personal safety</li> </ul>

## Range of Variables

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

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. confirm and interpret work specifications</li> <li>a.2. establish and apply required quality procedures and required work steps</li> <li>a.3. organise and set up workstation</li> <li>a.4. identify and deal with problems arising in own work</li> <li>a.5. coordinate own work</li> <li>a.6. set and work to deadlines</li> <li>a.7. apply workplace health and safety policies in work operations</li> <li>a.8. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed in conjunction with the other appropriate TCF sector production units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures, relevant industrial award</li> <li>a.2. production processes</li> <li>a.3. operating procedures for production machines</li> <li>a.4. characteristics of typical materials and products used in production</li> <li>a.5. quality standards and material/product handling procedures</li> <li>a.6. safety and environmental aspects of relevant production processes</li> <li>a.7. workplace procedures for home-based environments</li> <li>a.8. reporting procedures for factory and home-based environments</li> </ul> </li> <li>b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. handle, receive and assemble material/products</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.4. solve problems in own work</li> <li>b.5. interpret and meet work specifications</li> <li>b.6. communicate effectively in a factory and home-based or outside factory environment</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated production situations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, work procedures and client organisation requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. solving problems in own work</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements</li> <li>d. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> <li>e. Work records kept and maintained in accordance with the relevant industrial award</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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



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

Field: Production

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

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

## Range of Variables

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

# Evidence Guide

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

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

**LMTPRGN-03A Participate in production planning processes****Field: Production**

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

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

## Range of Variables

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

## Evidence Guide

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

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

## LMTEMGN-08A Perform minor maintenance

Field: Engineering and Maintenance

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

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

## Range of Variables

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



## Evidence Guide

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

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

**LMTEMLA-01A Program and monitor commercial laundry machine control systems****Field: Engineering and Maintenance**

**This unit covers the skills needed to program electronic, pneumatic and hydraulic process control systems which control multiple commercial laundry machines and equipment.**

ELEMENT	PERFORMANCE CRITERIA
1. Identify process requirements	<ul style="list-style-type: none"><li>a. Determine process requirements from enterprise specifications, production sheets and schedules</li><li>b. Select appropriate program according to manufacturer's and enterprise procedures</li></ul>
2. Program automatic machine control system	<ul style="list-style-type: none"><li>a. Put machine in correct operational mode to accept data entry</li><li>b. Enter data according to manufacturer's and enterprise specifications and procedures</li><li>c. Confirm data entry is accurate/correct</li><li>d. Step program through manually, if appropriate</li></ul>
3. Monitor operation of machine control system	<ul style="list-style-type: none"><li>a. Run process and check for correct operation and compliance with specifications</li><li>b. Make adjustments to program as required</li></ul>
3. Maintain records	<ul style="list-style-type: none"><li>a. Record process control settings and adjustments according to enterprise procedures</li></ul>

# Range of Variables

VARIABLE	SCOPE
1. Unit scope	a. Work involves programming, operating and controlling commercial laundry equipment
2. Unit context	a. OH&S requirements include legislation, manual handling procedures b. Work is carried out autonomously within the general guidelines of legislative and regulatory obligations, enterprise quality assurance standards, industrial agreements, workplace practice and organisation insurance requirements c. The term 'commercial laundry equipment' is used in this unit to indicate laundry equipment not intended for private domestic use. The term covers both in-house and fee charging commercial laundries d. Control systems refer to systems that control sorting, washing, overhead bag systems and drying operations and which can over-ride individual machine controls 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 manual or machine generated data g. Responsibility is taken for the maintenance of own work quality and requirement to contribute to the quality improvement of organisation, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise Australian Standard AS 4146 and, where relevant, ISO 9002 i. Standard work practice involves the safe handling of chemicals and other potentially dangerous items
3. Relevant legislation and regulations may include	a. State/Territory/Federal legislation b. Regulations, industry codes of practice, standards and guidelines, policies, procedures and protocols in regard to the programming, operating and controlling of commercial laundry equipment c. Worker's compensation legislation d. OH&S legislation e. Environment protection legislation
4. Worksite environment may include	a. Machines and equipment controlled by programmable control systems involving either a computer or programmable logic controllers (PLC) controlling electrical, electronic, pneumatic or hydraulic systems on the laundry equipment. This unit can cover various types of laundry equipment including: <ol style="list-style-type: none"> <li>a.1. commercial washing machines</li> <li>a.2. washer extractors</li> <li>a.3. continuous batch washers</li> <li>a.4. weighing machines</li> <li>a.5. chemical dosing equipment</li> <li>a.6. conveyor belts</li> <li>a.7. sorting equipment</li> </ol> b. Laundry or operating procedures can relate to: <ol style="list-style-type: none"> <li>b.1. manual handling</li> <li>b.2. safe handling of chemicals</li> <li>b.3. preparation of chemical products</li> <li>b.4. preparation of dispensing systems</li> <li>b.5. quality control requirements</li> </ol> c. Programming procedures may relate to: <ol style="list-style-type: none"> <li>c.1. chemical specifications</li> <li>c.2. manual over-riding technology application</li> <li>c.3. identification of machine and programming faults</li> <li>c.4. machine loading and unloading procedures</li> <li>c.5. safety procedures, including authorisations, passwords, cut out and overload sensors and procedures</li> <li>c.6. quality control requirements</li> </ol> d. Machine loads may be determined by: <ol style="list-style-type: none"> <li>d.1. counting</li> <li>d.2. weight</li> <li>d.3. volume</li> <li>d.4. classification</li> </ol> e. Data recording may include: <ol style="list-style-type: none"> <li>e.1. keyboard</li> <li>e.2. manual recording applications</li> </ol>
5. Sources of information/documents may include	a. customers b. requisition dockets, tags or other identification c. machine/equipment manufacturers' specifications and instructions d. chemical manufacturers' specifications e. manufacturers' labels, care labelling f. guidelines for the use of hazardous substances g. organisation work orders h. organisational or external personnel i. quality and Australian standards and procedures

## Evidence Guide

1. Critical aspects of evidence	<ul style="list-style-type: none"> <li>a. Laundry equipment is programmed according to production schedules and work load priorities</li> <li>b. Laundry equipment is programmed according to required washing sequences</li> <li>c. Laundry equipment is programmed according to chemical requirements and proportions</li> <li>d. Monitoring requirements for the particular process operation are conducted</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>a. Relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>b. Enterprise policies and procedures</li> <li>c. Machine operation and control systems, program selection and machine monitoring procedures</li> <li>d. Level of operator responsibility for equipment operation, maintenance and monitoring</li> <li>e. Characteristics and hazards of chemicals and dispensing systems</li> <li>f. Quality standards</li> <li>g. Safety and environmental aspects related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials</li> <li>h. Workplace and reporting procedures</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>a. Ensuring load sizes are within machine limits</li> <li>b. Programming and using commercial laundry machines and related equipment, including dispensing/dosing systems</li> <li>c. Preparing and monitoring chemicals safely</li> <li>d. Classifying and sorting product</li> <li>e. Maintaining quality requirements for each stage of the process</li> <li>f. Communicating effectively within the workplace</li> <li>g. Interpreting and applying established procedures</li> <li>h. Documenting, assessing and transferring information</li> </ul>
4. Context of assessment	<ul style="list-style-type: none"> <li>a. This unit of competency has no prerequisites and could be assessed on its own or in combination with other units relevant to the job function</li> <li>b. Evidence may be gathered in different situations, including:               <ul style="list-style-type: none"> <li>b.1. on- and off-the-job assessment</li> <li>b.2. placement in an enterprise</li> <li>b.3. use of simulated work environment</li> <li>b.4. flexible delivery methods</li> <li>b.5. Recognition of Prior Learning, Recognition of Current Competencies (in skill areas where there has been no significant change to work practice in recent times)</li> </ul> </li> <li>c. Evidence gathering methods may include:               <ul style="list-style-type: none"> <li>c.1. work-play performance</li> <li>c.2. role-play and/or simulation</li> <li>c.3. projects/assignments</li> <li>c.4. questioning and/or observation</li> </ul> </li> </ul>
5. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, equipment, products, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements</li> </ul>
6. Consistency in Performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures, including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures, including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> <li>b.7. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>

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	2	2	2	2

## LMTQAGN-01A Apply quality standards

### Field: Quality

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

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

## Range of Variables

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

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. interpret, relevant work instructions, standards and specifications appropriate to the assessee's work</li> <li>a.2. check and measure the relevant quality parameters</li> <li>a.3. interpret the results of quality checks in terms of specifications, patterns and work standards</li> <li>a.4. take required action where standards of materials, component parts, final product or work processes are found to be unacceptable</li> <li>a.5. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed in conjunction with the other TCF units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant quality standards, policies and procedures</li> <li>a.2. relevant TCF production processes, materials and products</li> <li>a.3. characteristics of materials used in the relevant TCF production processes</li> <li>a.4. safety and environmental aspects of relevant TCF production processes</li> <li>a.5. relevant measurement techniques and quality checking procedures</li> <li>a.6. workplace procedures</li> <li>a.7. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret work instructions, specifications, standards and patterns appropriate to the assessee's work</li> <li>b.2. carry out relevant visual inspections of materials, component parts and final products</li> <li>b.3. carry out relevant physical measurements</li> <li>b.4. maintain accurate work records in accordance with procedures</li> <li>b.5. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.6. meet work specifications</li> <li>b.7. communicate effectively within defined workplace procedures</li> <li>b.8. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>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</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. interpreting work instructions, specifications, standards and patterns appropriate to the assessee's work</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements within defined procedures</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. quality procedures</li> <li>b.2. hazard policies and procedures including codes of practice relevant to their job within defined procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. waste, pollution and recycling management processes within defined procedures</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others in accordance with workplace procedures</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

## LMTQAGN-03A Manage quality system and procedures

## Field: Quality

This unit covers the skills, knowledge and expertise required to manage a quality assurance system and procedures for production in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Develop and/or manage the quality assurance system	<ul style="list-style-type: none"> <li>a. Quality assurance policy is established, documented and communicated to all levels of the enterprise</li> <li>b. Sampling techniques are developed which reflect the needs of the enterprise</li> <li>c. Quality circles or other relevant aspects of quality assurance systems are established or maintained</li> <li>d. Facilitation for monitoring of work teams is organised to ensure compliance with standards</li> <li>e. Quality assurance system is developed and maintained in accordance with enterprise requirements</li> </ul>
2. Determine resource requirements	<ul style="list-style-type: none"> <li>a. Strategic planning is assessed to facilitate achievement of the quality policy</li> <li>b. Resources are determined and allocated to meet requirements</li> </ul>
3. Plan development of quality procedures	<ul style="list-style-type: none"> <li>a. Quality procedure requirements are determined, through consultation with internal and/or external groups</li> <li>b. Product performance requirements are determined through consultation</li> <li>c. Development of the procedures is planned to ensure the quality system is maintained</li> </ul>
4. Establish implementation and review strategies	<ul style="list-style-type: none"> <li>a. Implementation strategies are established to meet enterprise objectives</li> <li>b. Reviews of the quality system are undertaken or arranged at appropriate intervals and appropriate action to ensure its continuity, suitability and effectiveness initiated</li> </ul>
5. Evaluate system implementation	<ul style="list-style-type: none"> <li>a. Implementation of the system is evaluated and its effectiveness and the level of support for internal improvement programs assessed</li> <li>b. Results are assessed and changes to system are authorised and necessary action is taken</li> </ul>
6. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> </ul>



## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Competence should be demonstrated in detecting errors and in using initiative and judgement to take appropriate action</li> <li>b. Work is assessed in accordance with enterprise quality standards, relevant statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies will apply to the establishment and management of the quality system and procedures within the enterprise</li> <li>c. TCF production areas for in which management of quality systems may be exercised may include:               <ul style="list-style-type: none"> <li>c.1. textile production</li> <li>c.2. clothing production</li> <li>c.3. footwear production</li> <li>c.4. early stage wool processing</li> <li>c.5. cotton ginning</li> <li>c.6. hide/skin/leather production</li> <li>c.7. headwear production and millinery</li> <li>c.8. canvas and sails production</li> <li>c.9. laundry operations</li> <li>c.10. dry cleaning operations</li> </ul> </li> <li>d. Quality system activities may include:               <ul style="list-style-type: none"> <li>d.1. developing and managing the system</li> <li>d.2. planning procedures development</li> <li>d.3. conducting audits and monitoring performance</li> </ul> </li> <li>e. Quality control includes monitoring, evaluating and reviewing strategies/procedures</li> <li>f. The competencies are applied under limited guidance in line with a broad plan, budget or strategy</li> <li>g. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills</li> <li>h. The competencies are used independently within substantially non-routine situations</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. ISO 9000 Series guidelines</li> <li>b. Government regulations (e.g. Trade practices legislation, environment protection legislation)</li> <li>c. Industry standards, regulations and work practices</li> <li>d. Enterprise and project standards</li> <li>e. Client organisation standards</li> <li>f. Specifications for products, services and production processes</li> <li>g. Organisation work procedures and specifications</li> <li>h. Organisational or external personnel</li> <li>i. Quality and Australian standards and procedures</li> <li>j. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the management of quality assurance systems</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include reports to management</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of organisation, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Trade practices legislation</li> <li>c. Consumer protection legislation</li> <li>d. Environmental protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. ensure all relevant personnel are aware of quality assurance system/procedures</li> <li>a.2. monitor quality performance of work teams and ensure compliance</li> <li>a.3. allocate resource requirements</li> <li>a.4. determine quality requirements</li> <li>a.5. implement quality improvement strategies</li> <li>a.6. evaluate and assess effectiveness of quality system and procedures</li> <li>a.7. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. principles of quality management; their application and acceptance/delegation of responsibilities within quality systems</li> <li>a.2. appropriate quality methodologies, their capabilities, limitations, applicability and contribution to outcomes</li> <li>a.3. sampling techniques</li> <li>a.4. safety and environmental aspects of production and quality processes</li> <li>a.5. workplace procedures and reporting processes</li> <li>a.6. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. establish and manage a quality system and procedures</li> <li>b.2. determine implementation requirements and prepare implementation plan</li> <li>b.3. monitor performance</li> <li>b.4. investigate and apply methods to eliminate causes of unsatisfactory performance</li> <li>b.5. assess results</li> <li>b.6. prepare reports</li> <li>b.7. communicate effectively within the workplace, including liaising with other departments</li> <li>b.8. establish or interpret procedures, where required</li> <li>b.9. determine report requirements and present information in appropriate formats</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated situations involving the management of quality systems within a specific TCF sector context</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work/product/materials/service specifications, quality assurance systems, relevant quality standards, organisation procedures and supplier/customer details</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. managing systems</li> <li>a.2. planning and organising system activities</li> <li>a.3. interpreting system requirements</li> <li>a.4. describing consequences</li> <li>a.5. completing tasks</li> <li>a.6. identifying improvements</li> <li>a.7. assessing and interpreting performance of organisations and systems</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. quality assurance policies and procedures including codes of practice</li> <li>b.2. job procedures and organisation's policies and strategic plans</li> <li>b.3. management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

## LMTMTLA-01A Monitor compliance with industry standards and regulations

### Field: Management

This unit covers the skills and knowledge required to monitor compliance in areas such as, environmental issues, Hazard Analysis Critical Control Points system (HACCP) and statutory and industry requirements not covered by specific units. Infection control and quality systems monitoring skills are covered by their own units.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm requirements and prepare documentation	<ul style="list-style-type: none"> <li>a. Relevant industry and enterprise requirements are confirmed with management and/or external agencies</li> <li>b. Existing and potential risks are identified, assessed and expert advice sought as required</li> <li>c. Links are identified between risk areas such as environment and OH&amp;S</li> <li>d. Workplace organisational policies and procedures, including contingency plans are prepared</li> </ul>
2. Provide information to the work team	<ul style="list-style-type: none"> <li>a. Relevant industry and enterprise standards, regulations and policies are confirmed with management</li> <li>b. Information is provided to the work team in a clear and concise manner</li> <li>c. Links between environmental, financial, safety and other risk areas and how these are integrated in organisational policies and practices are explained</li> </ul>
3. Implement compliance strategies and procedures	<ul style="list-style-type: none"> <li>a. Organisational policies and compliance procedures are implemented</li> <li>b. Tasks are allocated and outcomes are monitored in accordance with organisational policies and targets</li> <li>c. Work team reporting requirements are explained and implemented</li> <li>d. Contingency plan implemented promptly when incidents occur</li> <li>e. A training needs plan is identified for the work team and training delivery arranged where needed</li> <li>f. Compliance strategies and procedures are explained to new employees as part of their induction training</li> </ul>
4. Monitor workplace compliance with industry standards and regulations	<ul style="list-style-type: none"> <li>a. Work team tasks are monitored in accordance with regulatory and enterprise requirements</li> <li>b. Reporting of compliance and incidents is undertaken in accordance with regulatory and enterprise requirements</li> <li>c. Equipment condition and performance is monitored in accordance with manufacturers' instructions and regulatory requirements</li> </ul>
5. Maintain records	<ul style="list-style-type: none"> <li>a. Internal and external reporting procedures are identified and implemented</li> <li>b. Records are maintained and reports prepared according to enterprise procedures</li> <li>c. Information/records are monitored to identify trends that may require remedial action, and used to promote continuous improvement</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. Unit scope	a. This unit applies to commercial laundry operations and covers the skills needed to monitor compliance of commercial laundries against industry standards and regulations taking into account enterprise procedures and compliance systems
2. Unit context	a. OH&S requirements include legislation, manual handling procedures b. Work is carried out in accordance with legislative and regulatory obligations, enterprise quality assurance standards, industrial agreements, workplace practice and organisation insurance requirements c. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the monitoring of compliance d. Work organisation procedures and practices relate to operating and controlling machines e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication should be consistent with the requirements of the relevant standards, legislation and regulations and may depending on them be oral, written or visual g. Responsibility is taken for the maintenance of own work quality and requirement to contribute to the quality improvement of organisation, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise, Australian Standard AS 4146 and, where relevant, ISO 9002 i. Standard work practice involves the safe handling of chemicals and other potentially dangerous items
3. Relevant legislation and regulations may include	a. State/Territory/Federal legislation b. Regulations, industry codes of practice, standards and guidelines, policies, procedures and protocols in regard to the monitoring of compliance c. OH&S legislation d. Worker's compensation legislation e. Privacy legislation f. Environment protection legislation g. Relevant occupational and materials licensing regulations h. Relevant public health Acts and regulations
4. Work site environment may include	a. Machines and equipment may be microprocessor or computer controlled and can relate to various types of laundry equipment, including: <ol style="list-style-type: none"> <li>a.1. automatic and manual washing machines</li> <li>a.2. washer extractors</li> <li>a.3. continuous batch washers</li> <li>a.4. weighing machines</li> <li>a.5. chemical dosing equipment</li> <li>a.6. drying equipment</li> <li>a.7. finishing equipment</li> </ol> b. Laundry or operating procedures can relate to: <ol style="list-style-type: none"> <li>b.1. manual handling</li> <li>b.2. safe handling of chemicals</li> <li>b.3. preparation of chemical products</li> <li>b.4. preparation of dispensing systems</li> <li>b.5. quality control requirements</li> </ol> c. Procedures may relate to: <ol style="list-style-type: none"> <li>c.1. chemical specifications/handling and use, incident control and reporting</li> <li>c.2. machines manual over-riding technology application</li> <li>c.3. identification of faults</li> <li>c.4. manual handling for loading and unloading machines</li> <li>c.5. safe use of machines</li> <li>c.6. quality control requirements</li> <li>c.7. waste water management</li> <li>c.8. HACCP procedures</li> <li>c.9. industry and enterprise information recording procedures</li> </ol> d. Data recording may include: <ol style="list-style-type: none"> <li>d.1. keyboard</li> <li>d.2. manual recording applications</li> </ol>
5. Sources of information/documents may include	a. Australian standards and procedures b. Machine/equipment manufacturers' specifications and instructions c. Chemical manufacturers' specifications d. Manufacturers' labels, care labelling e. Guidelines for the use of hazardous substances f. Organisation work orders g. Organisational or external personnel

## Evidence Guide

1. Critical aspects of evidence	<ul style="list-style-type: none"> <li>a. Authoritative internal and external sources of information on industry standards, relevant Acts and regulations and codes of practice, policies and procedures are determined</li> <li>b. Regulatory and standards requirements are interpreted to the operations of the enterprise</li> <li>c. Requirements are communicated to other employees</li> <li>d. Compliance and incidents are recorded and notification conducted according to enterprise, industry and regulatory requirements</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>a. Relevant environmental, health and other legislation, codes of practice, policies and procedures as relevant to commercial laundry operations</li> <li>b. Enterprise policies and procedures</li> <li>c. Machine operation and monitoring procedures</li> <li>d. Level of operator responsibility for equipment operation, maintenance and monitoring</li> <li>e. Characteristics and hazards of chemicals and dispensing systems</li> <li>f. Waste water procedures</li> <li>g. Quality standards</li> <li>h. Safety and environmental aspects related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials</li> <li>i. Workplace and reporting procedures</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>a. Maintaining quality requirements for each stage of the process</li> <li>b. Communicating effectively within the workplace</li> <li>c. Interpreting and applying established procedures</li> <li>d. Documenting, assessing and transferring information</li> </ul>
4. Context of assessment	<ul style="list-style-type: none"> <li>a. This unit of competency has no prerequisites and could be assessed on its own or in combination with other units relevant to the job function</li> <li>b. Evidence may be gathered in different situations, including: <ul style="list-style-type: none"> <li>b.1. on- and off-the-job assessment</li> <li>b.2. placement in an enterprise</li> <li>b.3. use of simulated work environment</li> <li>b.4. flexible delivery methods</li> <li>b.5. Recognition of Prior Learning, Recognition of Current Competencies (in skill areas where there has been no significant change to work practice in recent times)</li> </ul> </li> <li>c. Evidence gathering methods may include: <ul style="list-style-type: none"> <li>c.1. work-play performance</li> <li>c.2. role-play and/or simulation</li> <li>c.3. projects/assignments</li> <li>c.4. compliance documentation</li> <li>c.5. questioning and/or observation</li> </ul> </li> </ul>
5. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated work situation, equipment, products, materials, relevant product and safety information, quality standards, legislative and regulatory procedures or information associated with organisation or customer requirements</li> </ul>
6. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of equipment used and processes selected, where relevant</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures, including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures, including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> <li>b.7. relevant guidelines relating to the safe use of equipment</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>

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

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

Field: Human Resources

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

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

## Range of Variables

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

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. describe specific training needs and required task skills</li> <li>a.2. outline training activities and steps</li> <li>a.3. identify resources required to support the on-the-job training activity</li> <li>a.4. gather evidence to monitor trainee's/employee's progress</li> <li>a.5. review training activity</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. report outcomes</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed independently or in conjunction with other units that form part of a job function</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. task skills and associated processes and standards associated with the training activity</li> <li>a.2. workplace application of the relevant skills</li> <li>a.3. evidence required to assess performance and progress</li> <li>a.4. delivery of one-the-job training</li> <li>a.5. quality assurance standards and procedures</li> <li>a.6. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. correctly use equipment and any other processes and procedures appropriate to the training activity</li> <li>b.2. communicate appropriately, consistent with the culture of the workplace and trainee/employee</li> <li>b.3. handle performance issues ethically</li> <li>b.4. apply language, literacy and numeracy skills suited to trainee/employee</li> <li>b.5. analyse and record results in accordance with enterprise procedures</li> <li>b.6. carry out work in accordance with OH&amp;S policies and procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>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</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising processes and resources</li> <li>a.2. interpreting training specifications</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> <li>b. Competence should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge</li> </ul>

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



## LMTHRGN-02A Work in a team environment

Field: Human Resources

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

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

## Range of Variables

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

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. locate, interpret and apply relevant information</li> <li>a.2. operate in a team to complete workplace activity</li> <li>a.3. work effectively with others</li> <li>a.4. convey information in written or oral form</li> <li>a.5. select and use appropriate workplace language</li> <li>a.6. follow designated work plan for the job</li> <li>a.7. apply workplace health and safety policies in work operations</li> <li>a.8. report outcomes</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed independently or in conjunction with other units that form part of a job function</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge and skills in terms of job function or role:               <ul style="list-style-type: none"> <li>a.1. operation of work systems, equipment and management, site and organisational operating procedures</li> <li>a.2. impact of job on enterprise and team and individual performance</li> <li>a.3. providing support to other team members</li> <li>a.4. modifying activities depending on team requirements and workplace contexts</li> <li>a.5. communicate appropriately, consistent with the culture of the workplace</li> <li>a.6. handle, ethically, performance issues</li> <li>a.7. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.8. carry out work in accordance with OH&amp;S policies and procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>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</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> <li>b. Competence should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge</li> </ul>

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

## Range of Variables

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

## Evidence Guide

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

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

## LMTHRGN-08A Follow defined OH&amp;S policies and procedures

Field: Human Resources

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

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

## Range of Variables

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



## Evidence Guide

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

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

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

Field: Human Resources

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

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

## Range of Variables

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

## Evidence Guide

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