



LMT00

Textiles, Clothing and Footwear Training Package

**Volume 13 of 19
Dry Cleaning Operations**

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

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Before using this volume

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

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

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

Current version

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

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

To ensure you are complying with this requirement:

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

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

Units of competency covered in this volume

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

- LMT11006 Certificate I in Dry Cleaning Operations
- LMT21506 Certificate II in Dry Cleaning Operations
- LMT31206 Certificate III in Dry Cleaning Operations

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'.

Dry Cleaning Operations Units of Competency

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LMTPRDC-01A Provide customer service

Field: Production

This unit covers the skills required to provide service to customers, identifying and satisfying customer requirements including referral to appropriate personnel where applicable.

ELEMENT	PERFORMANCE CRITERIA
1. Establish customer requirements	<ul style="list-style-type: none"> a. Information concerning customer need is sought in order to identify the specific service required b. Available services are outlined to the customer, where necessary c. Service charges are determined and confirmed with customer, in accordance with enterprise procedures d. Specific options for particular dry cleaning needs are discussed with the customer, as required e. Situations requiring additional assistance are recognised and referred
2. Complete service instructions	<ul style="list-style-type: none"> a. Article, fabric and dry cleaning requirements are identified or confirmed b. Instructions, including special attention tags, are completed in accordance with enterprise procedures c. Customer records and/or reference dockets are processed in accordance with enterprise procedures, including recording of damage and missing trim d. Articles are hung or stored, ready for dry cleaning, in accordance with enterprise procedures
3. Process article return to customer	<ul style="list-style-type: none"> a. Articles are inspected for final check to ensure customer requirements have been met in accordance with enterprise procedures b. Cleaned article is retrieved and presented to customer c. Transaction is processed through point of sale equipment accurately and in accordance with enterprise procedures
4. Handle customer complaints	<ul style="list-style-type: none"> a. Customer complaints are acknowledged and specific difficulties clarified b. Options for resolution are proposed and solution negotiated with customer, in accordance with enterprise procedures c. Strategies for resolution of complaints are implemented and relevant staff notified, in accordance with enterprise procedures d. Situations requiring additional assistance are recognised and referred, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Workplace activities associated with front counter customer service c. Exposure to sharp objects, chemicals, dangerous or hazardous substances d. Customers may include: <ul style="list-style-type: none"> d.1. regular or first time d.2. in-person contact d.3. telephone contact e. Transactions may include the following: <ul style="list-style-type: none"> e.1. cash e.2. cheques e.3. credit/debit cards e.4. vouchers e.5. customer accounts e.6. refunds e.7. balancing of own transactions on a daily basis f. Questions relating to establishing customer requirements may include: <ul style="list-style-type: none"> f.1. services available f.2. service charges f.3. special requirements f.4. procedures and time-lines for pick-up, etc. f.5. handling and care instructions g. Articles may include: <ul style="list-style-type: none"> g.1. garments g.2. soft furnishings g.3. items with and without trim/accessories h. Equipment may include: <ul style="list-style-type: none"> h.1. computer or manual tag systems h.2. point of sale equipment i. Data recording may include: <ul style="list-style-type: none"> i.1. keyboard i.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s b. Requisition dockets, tags or other identification c. Machine/equipment manufacturers' specifications and instructions d. Organisation work orders e. Organisational or external personnel f. Order forms g. Transfer documentation h. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to customer service b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include basic data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. greet and determine customers' requirements a.2. conduct final check of articles a.3. deal with and complete transactions, including operating associated equipment a.4. handle queries, including following up enquiries
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. store/enterprise policies and procedures a.3. range of services available a.4. care and maintenance procedures for articles a.5. point of sale techniques a.6. quality standards a.7. safety and environmental aspects of related to workplace operation a.8. workplace procedures a.9. reporting and/or referral procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. deal effectively and politely with customer enquiries b.2. refer customer to other appropriate personnel/source, as required b.3. handle and package articles correctly b.4. communicate effectively within the workplace b.5. interpret and apply established procedures b.6. document, assess and transfer information
4. Resource implications	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
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRDC-02A Receive and sort articles

Field: Production

This unit covers the skills required to 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 articles	<ul style="list-style-type: none">a. Articles are received, recorded and identified according to industry and enterprise proceduresb. Any existing damage, missing trim or other related detail is recorded
2. Classify soiled articles	<ul style="list-style-type: none">a. Articles to be processed are identified from manufacturer's labels and care labelling or enterprise testing proceduresb. Articles are classified as to colour, fragiles and fabric type
3. Remove foreign objects and return lost property	<ul style="list-style-type: none">a. Procedures for the identification, removal and disposal of foreign objects and lost property from the articles are correctly followedb. All safety procedures are adhered to in accordance with OH&S and enterprise procedures
4. Carry out preparation procedures	<ul style="list-style-type: none">a. Preparation procedures for the correct handling of articles are appliedb. Any special requirements are noted and taken into account during the preparationc. Machinery and equipment used to prepare articles, including special requirements, are operated correctly

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to sharp objects, chemicals, dangerous or hazardous substances c. Equipment can involve computer or manual tag systems d. Dry cleaning or operating procedures may relate to: <ul style="list-style-type: none"> d.1. handling of foreign objects d.2. handling of products d.3. dealing with lost property d.4. manual handling of garments to be dry cleaned d.5. customer service d.6. cash handling of payments d.7. damage and missing trim e. Articles may include: <ul style="list-style-type: none"> e.1. garments e.2. soft furnishings e.3. items with and without trim/accessories f. Classification of articles may include: <ul style="list-style-type: none"> f.1. colour f.2. fragiles f.3. fabric type f.4. special instructions/requirements g. Damage of articles may relate to: <ul style="list-style-type: none"> g.1. fabric g.2. seam/s g.3. soiling h. Manuals and specifications include coding procedures i. Data recording may include: <ul style="list-style-type: none"> i.1. keyboard i.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s b. Requisition dockets, tags or other identification c. Machine/equipment manufacturers' specifications and instructions d. Manufacturers' labels, care labelling e. Organisation work orders and testing procedures f. Organisational or external personnel g. Order forms h. Transfer documentation i. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to receiving and sorting articles for dry cleaning b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. maintain accurate records for articles received a.2. identify correct classification types for articles a.3. ensure foreign objects/lost property is removed from articles a.4. prepare articles for dry cleaning
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. store/enterprise policies and procedures a.3. range of processes available a.4. care and maintenance procedures for articles a.5. customer service and cash handling procedures a.6. quality standards a.7. safety and environmental aspects of related to workplace operation and manual handling a.8. workplace procedures a.9. reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret care instructions from labels b.2. remove and handle foreign objects b.3. recognise colours, fabric types and fragility of fabrics b.4. use related equipment b.5. communicate effectively within the workplace b.6. interpret and apply established procedures b.7. document, assess and transfer information
4. Resource implications	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
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and processes selected, where relevant b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRDC-03A Perform pre- and post-spotting

Field: Production

This unit covers the skills required to recognise and identify stains and other marks of articles/garments which require spotting. It involves spotting prior to and after the dry cleaning procedure.

ELEMENT	PERFORMANCE CRITERIA
1. Identify stain	<ul style="list-style-type: none"> a. Steps for identifying the type of stain are followed in accordance with enterprise or industry procedures b. Stain is correctly identified
2. Determine spotting requirements	<ul style="list-style-type: none"> a. Spotting requirements for the identified stain are correctly determined b. Particular needs for fibre or fabric, dye and colour are taken into account when determining the spotting requirements
3. Carry out spotting procedure	<ul style="list-style-type: none"> a. Preparation for spotting is assessed in accordance with enterprise, equipment operation procedures and spotting agent directions b. Machine is operated in accordance with manufacturer's and enterprise procedures c. Article is processed in accordance with enterprise procedures and/or spotting agent directions

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to sharp objects, chemicals, dangerous or hazardous substances c. Machines and equipment can relate to various types of spotting equipment including: <ul style="list-style-type: none"> c.1. steam c.2. air c.3. sprays c.4. spotting boards d. Procedures may relate to: <ul style="list-style-type: none"> d.1. manual handling d.2. safe use/handling of spotting agents d.3. quality control requirements d.4. recording of non-removable stains and defects e. Spotting requirements must be considered in relation to: <ul style="list-style-type: none"> e.1. fibre e.2. fabric e.3. colour e.4. dye f. Articles may include: <ul style="list-style-type: none"> f.1. garments f.2. soft furnishings f.3. items with and without trim/accessories g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s b. Requisition dockets, tags or other identification c. Machine/equipment manufacturers' specifications and instructions d. Manufacturers' labels, care labelling e. OH&S training manual for dry cleaning industry f. Specifications from manufacturers of spotting aids g. Guidelines for the use of hazardous substances h. Organisation work orders i. Organisational or external personnel j. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to spotting procedures for dry cleaning b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ol style="list-style-type: none"> follow the steps for stain identification establish/identify the spotting requirements prepare articles for spotting perform spotting procedures
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> relevant OH&S legislation, codes of practice, policies and procedures store/enterprise policies and procedures characteristics of fibres, fabrics and dyes/colours and the effects of the spotting procedure stain identification procedures, including steps to be followed spotting techniques quality standards safety and environmental aspects of related to workplace and machine/equipment operation and manual handling workplace procedures reporting procedures b. Underpinning skills to: <ol style="list-style-type: none"> identify particular stains and their removal procedures recognise fibres, fabric types, dyes and colour categories use related equipment record non-removable stains and defects maintain quality requirements for each stage of the process communicate effectively within the workplace interpret and apply established procedures document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, garments and spotting materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> establishing plans describing consequences completing tasks identifying improvements applying safety precautions relevant to the task assessing operational capability of equipment used and processes selected, where relevant b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> hazard policies and procedures, including codes of practice issue resolution procedures job procedures and work instructions quality procedures (where existing) security procedures waste, pollution and recycling management processes relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRDC-04A Operate dry cleaning machines

Field: Production

This unit covers the skills required to load articles into machines and process to specifications and quality requirements. It involves machine operation and monitoring procedures.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for dry cleaning	<ul style="list-style-type: none"> a. Production schedule and work load priorities are correctly identified b. Dry cleaning machine loads are accurately determined by counting, weight, volume or classification c. Dry cleaning machines are operated in accordance with manufacturers' and enterprise procedures d. Correct load size/weight is determined by accurately reading indicator scales e. Dry cleaning schedules are followed for a given process/article f. Dry cleaning machine operator instructions are correctly followed g. Records are completed in accordance with enterprise procedures
2. Operate dry cleaning machine	<ul style="list-style-type: none"> a. Between load service of machine is assessed in accordance with manufacturers', OH&S and enterprise procedures b. Machine is loaded with correct weight for machine according to garment/s classification, manufacturers' specifications, enterprise procedures and OH&S requirements c. Program is correctly selected for load type/classification d. Additive dispensing is correctly selected and prepared for dosing system, where relevant e. Machine is operated in accordance with operating instructions f. Additives and dosing system are monitored for correct operation and faults reported where appropriate g. Machine operation and dry cleaning procedures are monitored according to enterprise procedures h. Garments are unloaded using correct manual handling techniques where required i. Records are completed in accordance with enterprise procedures
3. Monitor machine operation	<ul style="list-style-type: none"> a. Dry cleaning machine operation is checked for correct operation b. Machine operational faults are reported according to enterprise procedures
4. Sort and inspect articles	<ul style="list-style-type: none"> a. Articles are hung or sorted and inspected for stains, further work, etc. according to finishing requirements and standards of the enterprise b. Garments are directed to correct area for finishing

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to sharp objects, chemicals, dangerous or hazardous substances c. Machines and equipment can refer to different types of dry cleaning machines and may be: <ul style="list-style-type: none"> c.1. microprocessor c.2. computer controlled d. Types of machines used will be determined by the solvents used, including: <ul style="list-style-type: none"> d.1. perchlorethylene d.2. white spirit e. Procedures may relate to: <ul style="list-style-type: none"> e.1. manual handling for loading and unloading machines e.2. safe use of machines e.3. quality control requirements f. Machine loads may be determined by: <ul style="list-style-type: none"> f.1. counting f.2. weight f.3. volume f.4. classification g. Between load service may include: <ul style="list-style-type: none"> g.1. visual safety checks g.2. machine cleaning g.3. minor adjustments g.4. program selection h. Articles may include: <ul style="list-style-type: none"> h.1. garments h.2. soft furnishings h.3. items with and without trim/accessories i. Data recording may include: <ul style="list-style-type: none"> i.1. keyboard i.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s b. Requisition dockets, tags or other identification c. Machine/equipment manufacturers' specifications and instructions d. Manufacturers' labels, care labelling e. OH&S training manual for dry cleaning industry f. Code of practice for the safe handling of perchlorethylene g. Guidelines for the use of hazardous substances h. Organisation work orders i. Organisational or external personnel j. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to operating machines b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. interpret production schedules and work load priorities a.2. load machine appropriately a.3. select program a.4. monitor operation
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. store/enterprise policies and procedures a.3. machine operation, program selection and monitoring procedures a.4. level of operator maintenance for between load servicing a.5. characteristics and hazards of additives and dosing systems a.6. quality standards a.7. safety and environmental aspects of related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials a.8. workplace procedures a.9. reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. determine load sizes b.2. use machines and related equipment b.3. use/handle additives, chemicals safely b.4. inspect articles for stains or further work b.5. maintain quality requirements for each stage of the process b.6. communicate effectively within the workplace b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, equipment, garments, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and processes selected, where relevant b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRDC-05A Operate wet cleaning machines

Field: Production

This unit covers the skills required to load articles into machines and process to specifications and quality requirements. It involves machine operation and monitoring procedures.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for wet cleaning	<ul style="list-style-type: none"> a. Production schedule and work load priorities are correctly identified b. Machine loads are accurately determined by weight or classification c. Weighing machines are operated and size of load is determined by correctly reading indicator scales d. Wet cleaning schedules are followed for a given process/article e. Machine operator instructions are correctly followed f. Records are completed in accordance with enterprise procedures
2. Operate wet cleaning machine	<ul style="list-style-type: none"> a. Between load service of machine is assessed in accordance with manufacturers' and enterprise procedures b. Machine is loaded with correct weight for machine according to product classification manufacturers' specifications, enterprise procedures and OH&S requirements c. Wet cleaning program is correctly determined for type of wash d. Water levels and temperature are correctly selected for load type e. Appropriate additives are correctly added to machine f. Machine is operated in accordance with operating instructions g. Additives and dosing system are prepared and monitored for correct operation and faults reported where appropriate h. Articles are unloaded using correct manual handling techniques where required i. Records are completed in accordance with enterprise procedures
3. Monitor wet cleaning machine operation	<ul style="list-style-type: none"> a. Machine operation is checked for correct water, temperature and additives levels and program operation b. Washing machine operational faults are reported according to enterprise procedures c. Discharge from washing machine is monitored in accordance with enterprise and regulatory requirements
4. Sort and inspect articles	<ul style="list-style-type: none"> a. Articles are hung or sorted and inspected for stains, further work, etc. according to finishing requirements of the enterprise b. Articles are directed to correct area for finishing, drying or further processing

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to sharp objects, chemicals, dangerous or hazardous substances c. Machines and equipment may be microprocessor or computer controlled and can relate to: <ul style="list-style-type: none"> c.1. small wet cleaning machines in the 2.5 to 25 kg. capacity range c.2. weighing machines d. Procedures may relate to: <ul style="list-style-type: none"> d.1. manual handling for loading and unloading machines d.2. safe use of machines and related equipment d.3. quality control requirements e. Machine loads may be determined by: <ul style="list-style-type: none"> e.1. weight e.2. classification f. Between load service may include: <ul style="list-style-type: none"> f.1. visual safety checks f.2. machine cleaning f.3. minor adjustments f.4. program selection g. Articles may include: <ul style="list-style-type: none"> g.1. garments g.2. soft furnishings g.3. items with and without trim/accessories h. Data recording may include: <ul style="list-style-type: none"> h.1. keyboard h.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s b. Requisition dockets, tags or other identification c. Machine/equipment manufacturers' specifications and instructions d. Manufacturers' labels, care labelling e. OH&S training manual for dry cleaning industry f. Guidelines for the use of hazardous substances g. Organisation work orders h. Organisational or external personnel i. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to operating machines b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. interpret production schedules and work load priorities a.2. load machine appropriately a.3. select program a.4. monitor operation
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. store/enterprise policies and procedures a.3. machine operation, program selection and monitoring procedures a.4. level of operator maintenance for between load servicing a.5. characteristics and hazards of additives and dosing systems a.6. quality standards a.7. safety and environmental aspects related to workplace and machine/equipment operation and manual handling, including consumable or hazardous materials a.8. workplace procedures a.9. reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. determine load sizes b.2. use machines and related equipment b.3. use/handle additives, chemicals safely b.4. inspect articles for stains or further work b.5. maintain quality requirements for each stage of the process b.6. communicate effectively within the workplace b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, equipment, garments, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and processes selected, where relevant b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRDC-06A Operate finishing equipment**Field: Production**

This unit covers the skills required to finish dry cleaned articles ready for dispatch. It involves machine operation, monitoring and inspection procedures.

ELEMENT	PERFORMANCE CRITERIA
1. Operate finishing equipment	<ul style="list-style-type: none">a. Procedures for start up and stopping of finishing equipment are correctly performedb. Safety requirements related to machine operation and protective clothing are followedc. Schedules are checked to ensure enterprise requirements for quality and quantity are metd. Articles are classified and sorted according to finishing and rework requirementse. Articles are prepared for finishing in accordance with requirementsf. Articles are correctly placed into or on finishing equipmentg. Finishing equipment is correctly operated in accordance with enterprise requirements for quality and quantityh. Machines are monitored and adjusted for correct operation in accordance with manufacturers' specifications
2. Inspect articles	<ul style="list-style-type: none">a. Articles are inspected against quality standardsb. Articles not meeting quality standards are returned for re-processingc. Damaged or torn articles are identified for repair or return in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to sharp objects, chemicals, dangerous or hazardous substances c. Equipment may refer to: <ul style="list-style-type: none"> c.1. air operated, microprocessor controlled, finishing equipment c.2. manually operated d. Steam tunnel e. Manually operated finishing equipment may include: <ul style="list-style-type: none"> e.1. trouser topper e.2. trouser legger e.3. puff iron e.4. air and steam finisher e.5. hand iron e.6. hot head press e.7. utility press f. Operating procedures may relate to: <ul style="list-style-type: none"> f.1. manual handling techniques f.2. safe use of machines and related equipment f.3. reporting procedures for faults, safety checks .etc. f.4. production requirements g. Start up and stopping procedures may include: <ul style="list-style-type: none"> g.1. pre-start up visual checks, including safety requirements g.2. basic maintenance checks g.3. product setting requirements g.4. machine cleaning h. Articles may include: <ul style="list-style-type: none"> h.1. garments h.2. soft furnishings h.3. items with and without trim/accessories i. Data recording may include: <ul style="list-style-type: none"> i.1. keyboard i.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s b. Requisition dockets, tags or other identification c. Machine/equipment manufacturers' specifications and instructions d. Manufacturers' labels, care labelling e. OH&S training manual for dry cleaning industry f. Guidelines for the use of Hazardous Substances g. Organisation work orders h. Organisational or external personnel i. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to operating machines b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. check production schedules a.2. classify and sort articles a.3. load machine appropriately a.4. monitor operation
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. store/enterprise policies and procedures a.3. finishing equipment and their applications a.4. machine operation, monitoring and adjustment procedures a.5. basic knowledge of fibres and fabrics and the effects of heat and steam a.6. level of operator maintenance a.7. quality standards and inspection processes a.8. safety and environmental aspects of related to workplace and machine/equipment operation and manual handling a.9. workplace and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. use equipment and make adjustments b.2. use/handle additives, chemicals safely b.3. inspect articles b.4. maintain quality requirements for each stage of the process b.5. identify articles that are damaged, torn or require reprocessing b.6. communicate effectively within the workplace b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, equipment, materials, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and processes selected, where relevant b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRDC-07A Repair or alter articles

Field: Production

This unit covers the skills required to grade, classify and make minor repairs or alterations to articles according to specified quality requirements. It involves the operation of related sewing equipment.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for operation	<ul style="list-style-type: none">a. Workstation is set up in accordance with safety and workplace requirementsb. Machine is set up and adjusted in accordance with specification for the work
2. Operate sewing equipment	<ul style="list-style-type: none">a. Articles are correctly graded and classified in accordance with job requirementsb. Repairs or alterations are performed in accordance with required specifications
3. Maintain article repair records	<ul style="list-style-type: none">a. Article repair records are accurately maintained to meet enterprise requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to sharp objects, chemicals, dangerous or hazardous substances c. Machines and equipment may refer to a range of sewing equipment, including: <ul style="list-style-type: none"> c.1. sewing machine c.2. marking machine c.3. heat seal machine c.4. overlocker c.5. button sewing machine c.6. darning machine c.7. stud machine c.8. other related equipment/machines d. Repair or alteration tasks could include: <ul style="list-style-type: none"> d.1. machine sewing d.2. hand sewing d.3. blind hemming d.4. invisible mending e. Operating procedures may relate to: <ul style="list-style-type: none"> e.1. manual handling techniques e.2. safe use of machines and related equipment e.3. reporting procedures for faults, safety checks, etc. f. Articles may include: <ul style="list-style-type: none"> f.1. garments f.2. soft furnishings f.3. items with and without trim/accessories g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s b. Requisition dockets, tags or other identification c. Machine/equipment manufacturers' specifications and instructions d. Manufacturers' labels, care labelling e. OH&S training manual for dry cleaning industry f. Organisation work orders g. Organisational or external personnel h. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to operating machines and performing repairs or alterations b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. set up workstation a.2. grade and classify repair/alteration requirements a.3. perform repairs or alterations a.4. monitor machine operation
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. store/enterprise policies and procedures a.3. machine/equipment applications a.4. machine/equipment applications, operation, monitoring and adjustment procedures a.5. basic knowledge of fibres and fabrics a.6. repair and alteration grading or classification, techniques and procedures a.7. quality standards a.8. safety and environmental aspects of related to workplace and machine/equipment operation and manual handling a.9. workplace and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. select and prepare equipment for specific tasks b.2. use equipment and make adjustments b.3. identify repair/alteration requirements b.4. carry out a range of repairs and alterations b.5. inspect finished articles b.6. maintain quality requirements for each stage of the process b.7. communicate effectively within the workplace b.8. interpret and apply established procedures b.9. document, assess and transfer information
4. Resource implications	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
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and processes selected, where relevant b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRDC-08A Carry out final inspection of articles**Field: Production**

This unit covers the final checking and inspection of articles to ensure customer requirements and quality have been met. It includes those articles which require special attention.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect articles for quality performance	<ul style="list-style-type: none">a. Articles are inspected against quality and enterprise standardsb. Minor problems, such as lint removal, are rectifiedc. Articles not meeting quality standards are returned for spotting, repressing or repair in accordance with enterprise proceduresd. Articles requiring minor repair are rectified, reported or otherwise attended to in accordance with enterprise procedures
2. Inspect articles for special requirements	<ul style="list-style-type: none">a. Special attention tags are checked and the article inspected for conformance to requirementsb. Special articles are inspected to ensure quality requirements are metc. Articles are inspected to ensure correct packaging is usedd. Articles not meeting required standards are returned for further attention in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to sharp objects, chemicals, dangerous or hazardous substances c. Inspection procedures may relate to: <ul style="list-style-type: none"> c.1. general quality requirements c.2. special instructions for particular types of garments c.3. special instructions for particular dry cleaning and/or repair requirements d. Special instructions or requirements could include: <ul style="list-style-type: none"> d.1. garment types d.2. packaging requirements, including labelling d.3. finishing instructions d.4. cleaning requirements e. Repair or alteration requirement f. Operating procedures may relate to: <ul style="list-style-type: none"> f.1. manual handling techniques f.2. safe use of machines and related equipment f.3. rectifying minor problems, including lint removal f.4. reporting procedures for non-conformance, faults, safety checks, etc. g. Articles may include: <ul style="list-style-type: none"> g.1. garments g.2. soft furnishings g.3. items with and without trim/accessories h. Data recording may include: <ul style="list-style-type: none"> h.1. keyboard h.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s b. Requisition dockets, tags or other identification c. Machine/equipment manufacturers' specifications and instructions d. Manufacturers' labels, care labelling e. Special attention tags f. OH&S training manual for dry cleaning industry g. Organisation work orders h. Organisational or external personnel i. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to operating machines and performing repairs or alterations b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

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

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

LMTPRDC-09A Control dry cleaning production

Field: Production

This unit covers the skills required to control production yield requirements, determine priorities and implement changes to schedules within the production operation as applied to the industry.

ELEMENT	PERFORMANCE CRITERIA
1. Identify requirements for efficient production	<ul style="list-style-type: none"> a. Tasks are identified and prioritised; time-lines and personnel are determined for each job or task b. Machine operations, staff and production processes are organised to meet production requirements c. Recommendations are made related to schedule changes or other requirements in accordance with enterprise procedures d. Quality standards and safe work practices are checked to ensure compliance
2. Monitor production efficiency	<ul style="list-style-type: none"> a. Priorities and required standard is effectively communicated to the team leader, teams or individuals to confirm understanding of the allotted task b. Standard of performance is monitored, including quality standards, to ensure required outcomes are achieved and maintained c. Non-compliance is identified, reported or recorded and investigated, as required, to determine causes
3. Implement improvements to production efficiency	<ul style="list-style-type: none"> a. Corrective or preventative action is identified, recommended and implemented where appropriate b. Changes are communicated to relevant personnel in accordance with enterprise operating procedures c. Changes are monitored to confirm improvement to production efficiency
4. Liaise with management, work teams and individuals	<ul style="list-style-type: none"> a. All information affecting work is explained logically and in an easily understood manner to team coordinators, teams or individuals, where appropriate b. Effective and appropriate exchange of information is conducted with management and/or external personnel c. Written reports are concise and conform to enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under routine supervision with direct guidance when required b. Work may be performed either individually or within a team environment c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in a variety of environments, such as: <ul style="list-style-type: none"> a.1. operational workplace activities a.2. hazardous, controlled or exposed conditions b. Work undertaken in accordance with established systems and on a range of machines and equipment that may involve microprocessor or computer controlled associated with the specific industry sector c. Production may relate to: <ul style="list-style-type: none"> c.1. receipt, sorting and spotting of articles c.2. operation of dry and wet cleaning machines c.3. finishing c.4. inspection and repair c.5. storage/despatch of articles d. Equipment and machines may include: <ul style="list-style-type: none"> d.1. spotting equipment d.2. dry cleaning machines, small wet cleaning machines d.3. weighing equipment d.4. pressing equipment d.5. sewing machines d.6. manual and electrical packaging equipment d.7. mechanical storage conveyors and static railing d.8. computer or manual tag systems, point of sale equipment e. Time-lines and priorities may be determined by identifying a range of conditions or situations and could include: <ul style="list-style-type: none"> e.1. machine/equipment availability and/or capability e.2. personnel skills and availability e.3. availability of consumables or other required materials e.4. customer requirements e.5. enterprise scheduling procedures f. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications h. Interaction with other workplace personnel
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machinery/equipment manufacturers' manuals and specifications b. Enterprise work orders and instructions c. Dockets, tags and other identification d. Manifests e. Work scheduling documentation f. Job procedures g. Enterprise or external personnel h. Enterprise policies and procedures i. Quality and Australian standards and procedures j. Regulatory and legislative documentation
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the control of production in the dry cleaning industry b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, handling and disposal of chemicals and waste, where required c.2. machine/equipment operation d. Reporting actions include verbal and written communication in accordance with enterprise policies and procedures e. Oral, written or visual communication including completion of standard forms, interpretation and verbal provision of information and instructions associated with workplace activities, and recording simple data via keyboard or manual recording applications f. Quality requirements determined by customer, enterprise and application of Australian and International standards g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary h. Safety, environmental, housekeeping and quality procedures are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. comply with all relevant safety requirements a.2. interpret specifications, work orders and requirements a.3. identify and prioritise tasks a.4. organise machine operations and production processes a.5. monitor efficiency of production
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. operating principles of relevant machines and equipment a.4. capabilities and limitations of machines/equipment and personnel a.5. production control practices, scheduling and prioritisation procedures a.6. quality standards and requirements for each stage of the process a.7. safety and environmental aspects of related to relevant enterprise processes, equipment operation a.8. general housekeeping policies and procedures including relevant cleaning agents and equipment a.9. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret and apply work instructions and established procedures b.2. organise resources to meet production, quality and safety requirements b.3. coordinate and schedule work b.4. meet production targets b.5. implement strategies for monitoring task performance and improving production efficiency b.6. rectify problems and determine contingency procedures b.7. communicate effectively within the workplace, including providing effective feedback to teams and individuals b.8. document and transfer information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated work situations involving production control, including work area, required personnel, materials, machines/equipment and information on requirements, relevant safety procedures/regulations, quality standards and enterprise procedures
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying procedure changes a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of machinery and related equipment 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 is completed systematically with attention to detail without damage to goods, equipment or personnel f. Assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of task requirements and operating conditions
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment b. Competence should be demonstrated with a range of typical industry production control situations sufficient to ensure confirmation of the required skills and knowledge

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

LMTPRDC-10A Prepare articles for storage or despatch**Field: Production**

This unit covers the skills required to compile, pack and consign orders according to transportation. It includes coordinating orders for delivery or collection or storage requirements.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare garments and/or articles for despatch	<ul style="list-style-type: none">a. Records are checked to ensure requirements are metb. Hanging or packing of garments is assessed according to enterprise procedures for handling of finished articlesc. Objects to be returned and/or promotional materials are added to article where appropriated. Orders are compiled to enterprise and customer specifications/requirementse. Orders are coordinated to meet delivery or collection timetables
2. Store garments or articles	<ul style="list-style-type: none">a. Garments/articles are stored in an appropriate location in accordance with enterprise proceduresb. Records are maintained in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to sharp objects, chemicals, dangerous or hazardous substances c. Preparation for despatch may relate to: <ul style="list-style-type: none"> c.1. care requirements c.2. packaging c.3. correct labelling and identification c.4. return of objects/lost property d. Compiling orders for despatch could include: <ul style="list-style-type: none"> d.1. checking specifications and documentation d.2. sequencing delivery points d.3. coordinating timetables e. Operating procedures may relate to: <ul style="list-style-type: none"> e.1. manual handling techniques e.2. safe use of machines and related equipment f. Articles may include: <ul style="list-style-type: none"> f.1. garments f.2. soft furnishings f.3. items with and without trim/accessories g. Machines and equipment may include: <ul style="list-style-type: none"> g.1. manual and electrical packaging equipment g.2. mechanical storage conveyors g.3. static ralling h. Data recording may include: <ul style="list-style-type: none"> h.1. keyboard h.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s b. Requisition dockets, tags or other identification c. Machine/equipment manufacturers' specifications and instructions d. Manufacturers' labels, care labelling e. Special attention tags f. OH&S training manual for dry cleaning industry g. Organisation work orders h. Organisational or external personnel i. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to packing, storage and despatch processes b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe handling of chemicals and other potentially dangerous items d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

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

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

LMTPRGN-12A Control production

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Identify requirements for efficient production	a. Machine operations, staff and production processes are organised to meet production requirements b. Recommendations are made related to production requirements and in accordance with enterprise procedures c. Quality standards and safe work practices are checked to ensure compliance
2. Monitor production efficiency	a. Compliance to specified requirements is checked to ensure efficiency is maintained b. Non-compliance is identified, reported or recorded and investigated to determine causes c. Production standards or machines are set and/or changed in accordance with enterprise procedures
3. Implement improvements to production efficiency	a. Corrective or preventative action is recommended and implemented where appropriate b. Changes are communicated to relevant personnel in a logical and easily understood manner c. Changes are monitored to confirm improvement to production efficiency

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. organise machine operations, staff and production processes a.2. meet production processes efficiency standards a.3. implement appropriate ways of correcting non-compliance and inefficiencies a.4. apply techniques to monitor production work a.5. monitor changes to production processes a.6. apply workplace health and safety policies in work operations a.7. check production outputs against specifications a.8. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. production and work flow system in the enterprise a.2. factors/constraints that impact on effective work flow a.3. ways of controlling factors and constraints a.4. cost effective work methods to achieve production objectives and time-lines a.5. methods for monitoring and controlling the use of resources a.6. quality assurance standards and procedures a.7. relevant OH&S legislation, codes of practice, policies and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. develop workflow plans b.2. schedule and prioritise resources (machines, staff, materials and production processes) b.3. clarify and communicate tasks, roles and responsibilities b.4. allocate work for operators/team members b.5. identify and report problems with workflow b.6. establish, maintain and update monitoring procedures b.7. identify and interpret product specifications b.8. set and adjust machines in accordance with enterprise procedures b.9. select, organise and weigh raw materials b.10. analyse and record results in accordance with enterprise procedures b.11. carry out work in accordance with OH&S policies and procedures
4. Resource implications	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
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising production processes and resources a.2. interpreting work specifications a.3. describing consequences a.4. completing tasks a.5. identifying improvements a.6. applying safety precautions relevant to the task a.7. assessing operational capacity of equipment/machines used in production processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment b. Competence should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
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"> a. Tasks, jobs, and work priorities are confirmed with supervisor/manager, as required b. Tasks are assigned to team/section or individuals, in accordance with workplace procedures c. Priority of tasks is communicated to team/section or individuals d. Material requirements are organised to meet work requirements
2. Monitor performance and quality	<ul style="list-style-type: none"> a. Required work standard is communicated to team/section or individuals to ensure understanding of task requirements 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 c. Instruction and/or support are provided, as required, in order to achieve standards and outcomes d. Proposals for improvements to work processes, efficiency and organisation are communicated/reported, as required to appropriate personnel, in accordance with enterprise procedures
3. Monitor application of OH&S in the work area	<ul style="list-style-type: none"> a. Implementation of OH&S and environmental standards and procedures are monitored to achieve safety standards and requirements in the workplace b. Proposals for prevention or correction of problems are identified and communicated/reported to appropriate personnel, in accordance with enterprise procedures
4. Communicate with work team/section, individuals	<ul style="list-style-type: none"> a. All information affecting work, including OH&S and quality standards is explained logically in an easily understood manner to individuals and teams, as required b. Feedback from team/section members and individuals is sought to assist in the effective operation of the team/section
5. Report work of team/section	<ul style="list-style-type: none"> a. Reports and documentation on section/team performance and outcomes are provided to line supervisor/management, as required, in accordance with enterprise procedures 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

Range of Variables

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

Evidence Guide

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

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

Range of Variables

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

Evidence Guide

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

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

LMTEMGN-08A Perform minor maintenance

Field: Engineering and Maintenance

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

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

Range of Variables

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

Evidence Guide

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

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

LMTQAGN-01A Apply quality standards

Field: Quality

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

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

Range of Variables

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

Evidence Guide

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

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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

LMTHRGN-02A Work in a team environment

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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