



LMT00

Textiles, Clothing and Footwear Training Package

**Volume 15 of 19
Diplomas**

Version Number: 3
Review Date: June 2009



Textiles Clothing and Footwear Training Package LMT00 Version 3

© Commonwealth of Australia 2005

This work has been produced with the assistance of funding provided by the Commonwealth Government through Department of Education Science and Training (DEST).

An individual may make a photocopy of all or part of the work for their personal use.

A Registered Training Organisation may make photocopies of all or part of the work for the teaching purposes of that organisation, including for supply to its students provided that any consideration does not exceed the marginal cost of preparation, reproduction, assembly and delivery.

Except as permitted under the Copyright Act 1968, all other rights are reserved. Requests for permission may be directed to:

Branch Manager,
Technology and Information Services Branch,
Industry Skills Development Group,
Department of Education, Science and Training,
GPO Box 9880 Canberra City, ACT, 2601.
Website: www.dest.gov.au

This work is the result of wide consultations with Australian industry participants. It is a collaborative view and does not necessarily represent the view of DEST or any specific body. For the sake of brevity it may omit factors which could be pertinent in particular cases.

While care has been taken in the preparation of this Training Package, DEST and the original developer do not warrant that any licensing or registration requirements specified here are either complete or up-to-date for your State or Territory. DEST and the original developer do not accept any liability for any damage or loss (including indirect and consequential loss) incurred by any person as a result of relying on the information contained in this Training Package.

This Training Package should not be regarded as professional advice and it should not be relied upon in any important matter without obtaining appropriate advice relevant to your circumstances.

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

First published:	<i>May 2000</i>
ISBN:	<i>0 642 80589 X</i>
Stock code:	<i>ATP12482H</i>
Printed by:	<i>DPA Document Printing Australia</i>
AEShareNet Code:	<i>FfE</i>
Print Version No:	<i>3.0</i>
Release Date:	<i>13 September 2006</i>

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:

LMT50106 Diploma of Textiles Clothing and Footwear

LMT60106 Advanced Diploma of Textiles Clothing and Footwear

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'.

Diplomas Units of Competency

PRODUCT DEVELOPMENT

LMT PDTX-03A Plan and organise non-routine testing	1
LMT PDTX-04A Contribute to the development of products or processes	4
LMT PDTX-05A Participate in development of design concepts	7
LMT PDTX-06A Manage product development projects	10
LMT PDTX-07A Develop design concepts	13
LMT PDTX-08A Research and evaluate processes and products	16
LMT PDCL-04A Respond to design brief	19
LMT PDCL-05A Develop/present design concept/s within specified guidelines	22
LMT PDCL-06A Construct block to make patterns	25
LMT PDCL-07A Produce made-to-measure/custom-made/bespoke garments	28
LMT PDCL-08A Manage design within specified guidelines	31
LMT PDCL-09A Agree design brief	34
LMT PDCL-10A Manage concept development	37
LMT PDCL-11A Manage design process and/or product development	40
LMT PDFT-06A Produce samples or custom-made shoes	43
LMT PDFT-07A Implement design process within specified guidelines	46
LMT PDFT-08A Develop/present design concept/s within specified guidelines	49
LMT PDFT-09A Develop design brief	52
LMT PDFT-10A Manage design process	55
LMT PDHL-03A Plan and organise non-routine testing	58
LMT PDHL-04A Contribute to the development of products or processes	61
LMT PDHL-05A Participate in development of design concepts	64
LMT PDHL-06A Manage product development projects	67
LMT PDHL-07A Research and evaluate processes and products	70
LMT PDHL-08A Develop design concepts	73

PRODUCTION

LMT PRGN-04A Coordinate production	Error! Bookmark not defined.
LMT PRGN-05A Participate in product engineering	Error! Bookmark not defined.
LMT PRGN-06A Contribute to production planning	Error! Bookmark not defined.
LMT PRGN-07A Plan production	Error! Bookmark not defined.
LMT PRGN-11A Manage production operations	Error! Bookmark not defined.
LMT PRGN-14A Provide global operations support	Error! Bookmark not defined.

ENGINEERING

LMTEMGN-02A Participate in machine/product related research and development	95
LMTEMGN-04A Implement condition monitoring processes	98
LMTEMGN-05A Evaluate equipment and systems	101
LMTEMGN-06A Design equipment and system modifications	104
LMTEMGN-07A Manage installation and commissioning of equipment and systems	107

QUALITY

LMTQAGN-02A Coordinate external quality assurance	110
LMTQAGN-03A Manage quality system and procedures	113

MANAGEMENT

LMTMTGN-01A Prepare procedures and specifications	116
LMTMTGN-02A Develop and implement policies and procedures	119

HUMAN RESOURCES

LMTHRGN-04A Implement Employment Practices	123
LMTHRGN-05A Plan and conduct staff recruitment processes	126
LMTHRGN-06A Establish and maintain recruitment and staffing practices	129
LMTHRGN-07A Implement and manage employment practices	132
LMTHRGN-09A Implement and monitor OH&S in the workplace	135
LMTHRGN-10A Establish, maintain and evaluate OH&S system in the workplace	138

LMTPTDX-03A Plan and organise non-routine testing

Field: Product Development

This unit relates to the skills and knowledge associated with planning and organising non-routine testing within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Plan or develop tests	<ul style="list-style-type: none">a. Relevant information is obtained to establish criteria for test/sb. Test is developed or planned to meet criteria, including testing at set stages, if required
2. Organise non-routine tests	<ul style="list-style-type: none">a. Requirements are confirmed, if necessaryb. Equipment and/or resources required to perform the tests are obtained and preparedc. Raw material, yarn, chemical mix or finished fabric is tested against specified quality standards using prescribed testing procedures
3. Analyse results	<ul style="list-style-type: none">a. Results of the tests are collated and analysed in accordance with enterprise procedures
4. Interpret and report results	<ul style="list-style-type: none">a. Analysis is interpreted to determine performance and acceptability for productionb. Reports are prepared in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves non-routine testing associated with the product and process development b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large or medium scale production business situation b. Work may involve individual and team related activities, and can include liaison with specialist technicians c. Tests would normally relate to those associated with product or process development, and may include evenness testing, moisture content, dry fastness, fibre construction d. Tests are performed according to enterprise procedures e. The competencies may involve a range of testing and sampling procedures and equipment, including laboratory equipment, such as weighing scales, rulers templates, strength testers, conditioners/dryers, single yarn testers, abrasion testers, pilling box, etc. Safety procedures when working with test equipment are as specified by equipment manufacturers, regulatory authorities and the enterprise f. The competencies are applied under broad guidance g. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions h. The competencies are used independently within routine and non-routine situations i. Data entry/recording may include keyboard and manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Operating and reference manuals c. Organisation work and safety procedures d. Specialist technical personnel e. Quality standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to testing associated with the development of products and processes for textile production b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. establish criteria for tests a.2. develop/plan tests a.3. ensure tests are conducted against specified quality standards a.4. collate/analyse/interpret tests a.5. communicate effectively with design team, customers, etc. a.6. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of testing and how they can be used to assist in assessing the quality of raw materials/products in the textile industry a.2. product and process specifications a.3. raw materials and their properties a.4. colour chemistry a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures and reporting processes a.7. safety and environmental aspects of relevant enterprise activities a.8. workplace procedures and reporting processes a.9. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. effectively use test equipment b.2. analyse and interpret results b.3. communicate effectively with individuals, work groups and supervisors b.4. select, interpret and apply procedures or processes b.5. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated non-routine testing situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design briefs and/or customer's requirements 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. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMPDPTX-04A Contribute to the development of products or processes**Field: Product Development****This unit encompasses the range of skills and knowledge required to contribute to developing products or processes within the enterprise.**

ELEMENT	PERFORMANCE CRITERIA
1. Interpret provisional specifications	a. Provisional specifications are identified and interpreted, in consultation with others, where required
2. Participate in feasibility studies	a. Assistance is provided in studies to assess feasibility of design/development through sampling, trial run production, consideration of machine capabilities, availability of resources, required quality and cost
3. Assist in developing/engineering product	a. Product or process specifications are interpreted and/or preliminary specifications are developed from feasibility study b. Specifications are used to develop or engineer the product c. Raw materials are checked or selected and machines or skill availability determined against requirements
4. Conduct trials	a. Requirements for trial are confirmed and clarified, where necessary, to establish procedures/parameters b. Organisation and liaison with production area occurs, where required c. Trials are assessed in accordance with the established procedures
5. Analyse, interpret and report results	a. Results of the trials are analysed to determine performance and acceptability for production b. Analysis is interpreted to determine performance and acceptability for production c. Reports are prepared in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves activities contributing to development of products or processes within the enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large, medium or small sized production situation b. The competencies can refer to enterprise and client initiated ideas or requests c. Competencies may involve: <ul style="list-style-type: none"> c.1. applications associated with original creation c.2. adaptation of designs or interpretation of sketches within contexts related to single or multiple production runs d. The work responsibilities will vary in scope according to: <ul style="list-style-type: none"> d.1. size of the workplace d.2. range of designs d.3. specialisation in the workplace d.4. workplace quality standards e. Activities may include: <ul style="list-style-type: none"> e.1. work allocation e.2. reviewing/evaluating processes and products e.3. liaising with relevant personnel, client and/or other functional areas f. Applications can include the use of manual and/or computer aided systems g. The competencies are applied under broad guidance h. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions i. The competencies are used independently within routine and non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Product specifications c. Design brief d. Marketing strategies e. Organisation work procedures f. Organisational or external personnel g. Quality and Australian standards and procedures h. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the development of products and 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 practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. conduct feasibility studies a.2. interpret/develop specifications a.3. use specifications appropriately a.4. organise/conduct trials a.5. assess results against specifications a.6. communicate effectively with design team, customers, etc. a.7. apply workplace health and safety policies in work operations a.8. prepare reports/presentations
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. products and processes development procedures a.2. relevant authorisation processes a.3. recording and reporting processes as they apply in the enterprise a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures and reporting processes a.6. relevant OH&S legislation, regulatory requirements a.7. copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. carry out sampling b.2. establish availability of machines and/or required skills b.3. check/select raw materials b.4. select, interpret and apply procedures or processes b.5. determine/recommend options b.6. communicate effectively with individuals, work groups and supervisors b.7. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated product development situations involving the development of products and procedures b. This includes real or simulated work areas, materials, equipment, and information on work specifications and production processes, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting plans and/or customer's requirements 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. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPTDX-05A Participate in development of design concepts

Field: Product Development

This unit encompasses assisting with research and preparation of development of design concepts within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret design brief	<ul style="list-style-type: none"> a. Design parameters are clarified in consultation with designer, sales team, management and/or client, where required b. A strategy plan and/or critical path plan is developed, when required c. Constraints are identified and taken into account when clarifying the brief
2. Research relevant information	<ul style="list-style-type: none"> a. Trends in materials/fabrics, etc. are researched for performance, colour, care/maintenance requirements and suitability to project or design b. Global and local trends, and new technology are researched, where appropriate c. Client priorities are clarified, including cost, performance, aesthetics and availability d. Technical requirements associated with production are assessed, within specified guidelines e. Any additional expertise required for the project is identified
3. Contribute to design concepts	<ul style="list-style-type: none"> a. Preliminary concepts are worked out in conjunction with others, to identify possibilities b. Design concept is developed through colours, materials, properties and in consideration of the applications c. Ideas are contributed and discussed with team members d. Relevant support materials and explanations are developed and refined in conjunction with members of the design team
4. Contribute to the presentation of design/product	<ul style="list-style-type: none"> a. Roles of self and others for the presentation meeting are determined b. Presentation of design or product is assessed in a manner which promotes the design's acceptance/approval
5. Maintain records	<ul style="list-style-type: none"> a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves assisting in the research and development of design concepts for textiles b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large or medium scale production business situation b. The competencies can refer to enterprise and client initiated ideas or requests c. The competencies may involve: <ul style="list-style-type: none"> c.1. applications associated with original creation c.2. adaptation of designs or interpretation of sketches within contexts related to single or multiple production runs d. The extent and nature of product design will depend on the products and organisational structure within the individual enterprise e. Product development personnel may work in an individual sector of the textile industry or in a range of sectors, including carpet, labels, weaving (warp and conventional), printing, non-woven, industrial textiles, hosiery, etc. f. Size and work organisation within enterprise will also determine the range of interaction with other areas, for example: <ul style="list-style-type: none"> f.1. pattern maker f.2. production f.3. marketing/sales f.4. management f.5. customer g. Design activities may include: <ul style="list-style-type: none"> g.1. CAD system g.2. manual design methods h. The competencies are applied under broad guidance i. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions j. The competencies are used independently within routine and non-routine situations k. Data entry/recording may include: <ul style="list-style-type: none"> k.1. keyboard k.2. computer-aided drafting input devices k.3. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Design brief c. Organisation work procedures d. Organisational or external personnel e. Quality and Australian standards and procedures f. Customer/s requirements g. Summaries of materials, labour and overhead costs
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to assisting in the preparation of design concepts for textiles b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. research trends a.2. develop a strategy plan/critical path plan a.3. assess technical requirements a.4. participating in development of design concepts a.5. communicate effectively with design team, customers, etc. a.6. maintain accurate records a.7. 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
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the textile industry a.2. the industry, global and local trends a.3. textile production a.4. research sources a.5. colour/colour mix and interpretation a.6. fabrics, fibres, raw materials and their properties and characteristics a.7. safety and environmental aspects of relevant enterprise activities a.8. workplace procedures and reporting processes a.9. relevant OH&S legislation and codes of practice a.10. copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. design concepts to production stage b.2. use artwork, CAD systems, graphics, modelling, imaging or other means to conceptualise the design b.3. communicate effectively with individuals, work groups and supervisors b.4. select, interpret and apply procedures or processes b.5. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the research and development of textile design b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design briefs and/or customer's requirements 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. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPTDX-06A Manage product development projects

Field: Product Development

This unit encompasses the monitoring and management of the product development projects within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Define project parameters	<ul style="list-style-type: none"> a. Product requirements, time-lines and budget are identified and confirmed b. Project parameters are clarified and documented in accordance with enterprise procedures
2. Prepare time-line/critical path	<ul style="list-style-type: none"> a. Project steps for achievement of outcome are determined and documented b. Time constraints/key completion dates are identified and correlated with project steps
3. Select and brief team	<ul style="list-style-type: none"> a. Appropriate personnel are selected for the product development project team b. Tasks are appropriately allocated according to the available expertise and requirements of the project c. Information relating to standards, constraints, preferred processes, designs and techniques is conveyed to the team d. Relevant technical, monitoring and reporting procedures are established
4. Monitor progress	<ul style="list-style-type: none"> a. Communication occurs with all parties to ensure obligations, quality, time-lines, budget and technical constraints are met b. Any problems or revisions are identified and action taken as required, in accordance with enterprise procedures c. Records or reports are reviewed or prepared in accordance with enterprise procedures
5. Evaluate final product	<ul style="list-style-type: none"> a. Information on the development process is assembled and evaluated b. Product outcome is assessed against development/preliminary specifications, in consultation with others c. Significant results are identified, in consultation with others where necessary, and used to draft plans for future action
6. Cost outcome	<ul style="list-style-type: none"> a. Development costs are monitored in accordance with enterprise requirements b. Product costs are determined in consultation with others
7. Liaise with production team	<ul style="list-style-type: none"> a. Liaison is maintained with production team to facilitate product development and confirm feasibility of outcome

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves activities associated with the management of the product development projects in the enterprise b. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large, medium or small scale production situation b. The competencies can refer to enterprise and client initiated ideas or requests c. Competencies may involve: <ul style="list-style-type: none"> c.1. applications associated with original creation c.2. adaptation of designs or interpretation of sketches within contexts related to single or multiple production runs d. Activities may include: <ul style="list-style-type: none"> d.1. project team selection d.2. work allocation d.3. monitoring development d.4. reviewing/evaluating process d.5. costing procedures d.6. liaising with relevant personnel, client and/or other functional areas e. The competencies relate to a product developer at this level having responsibility for the work of others f. The competencies are applied under limited guidance in line with a broad plan, budget or strategy g. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills h. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Product specifications c. Design brief d. Marketing strategies e. Organisation work procedures f. Organisational or external personnel g. Quality and Australian standards and procedures h. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the preparation of preliminary design concepts for textiles b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. clarify parameters of project a.2. establish project steps a.3. select appropriate personnel and allocating tasks a.4. ensure progress meets requirements a.5. assess final outcome against specifications a.6. establish costs a.7. communicate effectively with design team, customers, etc. a.8. apply workplace health and safety policies in work operations a.9. preparing reports/presentations
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit need not be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. products and processes a.2. production processes a.3. the textile industry a.4. global and local trends a.5. research sources a.6. fabrics, fibres, raw materials and their properties and characteristics a.7. costing, recording and reporting processes as they apply in the enterprise a.8. safety and environmental aspects of relevant enterprise activities a.9. workplace procedures and reporting processes a.10. relevant OH&S legislation, regulatory requirements a.11. copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. monitor progress and deal with problems/revisions b.2. apply knowledge of colour/colour mix and interpretation b.3. determine/recommend options b.4. communicate effectively with individuals, work groups and supervisors b.5. establish or interpret procedures, where required b.6. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated product development situations associated with the management of product development projects b. This includes real or simulated work areas, materials, equipment, and information on work specifications and production processes, 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. planning and organising work a.2. interpreting plans and/or customer's requirements 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. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPTDX-07A Develop design concepts

Field: Product Development

This unit encompasses the development of design concepts within enterprise guidelines.

ELEMENT	PERFORMANCE CRITERIA
1. Research trends	a. Trends in colour, materials/fabrics, etc. are researched and relevant information relating to the design project is obtained, including availability of materials b. Ideas are contributed and discussed with team members
2. Generate concepts	a. Concepts are developed to identify the range of possibilities, in consultation with others b. A range of themes is prepared related to materials, fabrics and colours, etc.
3. Select concepts	a. Ideas are discussed and modified in consultation with other design team members b. Appropriate concepts are selected for development in consultation with others
4. Test design feasibility	a. Studies to assess feasibility of design are performed through sampling, trial run production, consideration of machine capabilities, availability of resources, required quality and cost b. All processes are tested to ensure final product will accurately reflect design brief
5. Ensure production specifications are prepared	a. Requirements for specifications are confirmed and/or approved in the appropriate format b. Specification details are established and confirmed, including quality standards, in accordance with enterprise procedures c. Preparation of production specifications in the appropriate format are ensured

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the development of design concepts for textiles b. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large, medium or small scale production business situation b. The competencies can refer to enterprise and client initiated ideas or requests c. The competencies may involve: <ul style="list-style-type: none"> c.1. applications associated with original creation c.2. adaptation of designs or interpretation of sketches within contexts related to single or multiple production runs d. Size and work organisation within enterprise will also determine the range of interaction with other areas, for example: <ul style="list-style-type: none"> d.1. pattern maker d.2. production manager d.3. marketing/sales d.4. management d.5. customer e. Work activities may include: <ul style="list-style-type: none"> e.1. researching design trends and developments e.2. generating and presenting ideas e.3. liaison with client and/or other functional areas e.4. conducting feasibility studies e.5. compiling information e.6. preparing specifications f. Design activities may include: <ul style="list-style-type: none"> f.1. CAD system f.2. manual design methods g. The competencies are applied under limited guidance in line with a broad plan, budget or strategy h. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills i. The competencies are used independently within substantially non-routine situations j. Data entry/recording may include: <ul style="list-style-type: none"> j.1. keyboard j.2. computer-aided drafting input devices j.3. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Design brief c. Organisation work procedures d. Organisational or external personnel e. Quality and Australian standards and procedures f. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the preparation of design concepts for textiles b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. research trends a.2. develop and selecting concepts for design a.3. assess and test feasibility a.4. establish specifications a.5. communicate effectively with design team, customers, etc. a.6. apply workplace health and safety policies in work operations a.7. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the textile industry a.2. the industry, global and local trends a.3. textile production a.4. research sources a.5. colour/colour mix and interpretation a.6. fabrics, fibres, raw materials and their properties and characteristics a.7. safety and environmental aspects of relevant enterprise activities a.8. workplace procedures and reporting processes a.9. relevant OH&S legislation and codes of practice a.10. copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. effectively research and develop design concepts to production stage b.2. apply knowledge of colour/colour mix and interpretation b.3. conduct feasibility studies b.4. produce sketches manually or using CAD systems b.5. communicate effectively with individuals, work groups and supervisors b.6. establish or interpret procedures, where required b.7. document and transfer information
4. Resource implications	a. Access to real or appropriately simulated textile design situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design briefs and/or customer's requirements 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. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPTDX-08A Research and evaluate processes and products**Field: Product Development****This unit relates to the skills and knowledge necessary to effectively research and evaluate new processes and products within the enterprise.**

ELEMENT	PERFORMANCE CRITERIA
1. Research global trends	<ul style="list-style-type: none">a. Global trends are researched and/or forecast in relation to processes and productsb. Developments in technology are investigated to ensure all possibilities are considered
2. Identify manufacturing capabilities or implications	<ul style="list-style-type: none">a. Manufacturing capabilities are defined in consultation with relevant personnel on issues such as human resources, materials, financial restraints, equipment capabilities, time-lines and efficiencyb. Options or requirements for utilisation of external resources to undertake part of the work is determined when defining production capabilities
3. Contribute to strategic planning	<ul style="list-style-type: none">a. Parameters are clarified, in consultation with production development, sales/marketing team, management and/or client, where requiredb. A strategy plan and/or critical path plan is developed, when necessaryc. Constraints are identified and taken into account when formulating the strategic plan
4. Prepare reports and presentations	<ul style="list-style-type: none">a. Relevant information is identified and compiled, data is checked, when requiredb. Reports and/or presentations are prepared in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves workplace activities associated with researching and evaluating new processes and products within the enterprise b. Significant judgement is required in planning or technical activities related to products or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large, medium or small scale production situation b. The competencies can refer to enterprise and client initiated ideas or requests c. Activities may relate to all the criteria normally required to evaluate processes and/or products d. The competencies are applied under limited guidance in line with a broad plan, budget or strategy e. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills f. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Product specifications c. Design brief d. Marketing strategies e. Organisation work procedures f. Organisational or external personnel g. Quality and Australian standards and procedures h. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the preparation of preliminary design concepts for garments b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. research/forecast trends a.2. define manufacturing capabilities/implications a.3. develop strategy plan/critical path plan a.4. communicate effectively with design team, customers, etc. a.5. apply workplace health and safety policies in work operations a.6. preparing reports/presentations
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
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. product specifications a.2. production processes a.3. the textile industry, global and local trends a.4. research sources a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures and reporting processes a.7. relevant OH&S legislation, regulatory requirements and copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. effectively evaluate processes and products b.2. identify constraints b.3. determine/recommend options b.4. communicate effectively with individuals, work groups and supervisors b.5. establish or interpret procedures, where required b.6. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated product and process research and evaluation situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications and production processes, 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. planning and organising work a.2. interpreting plans and/or customer's requirements 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. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMPDCL-04A Respond to design brief

Field: Product Development

This unit covers the skills and knowledge required to prepare a proposal and confirm client's requirements for garment design concepts within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Clarify needs	<ul style="list-style-type: none"> a. Ideas are clarified, where necessary b. Feedback and preliminary design ideas are discussed to ensure compatibility between the clients' image and that of the designer c. Key features of the design, including how the design fits into the overall framework and what constraints are applicable are confirmed
2. Prepare or confirm proposal	<ul style="list-style-type: none"> a. Relevant information is assembled or confirmed, as required b. Proposal is prepared, where appropriate, for consideration in accordance with enterprise procedures
3. Confirm terms and conditions	<ul style="list-style-type: none"> a. Garment cost/price points are identified b. Time-lines for development and production are clarified and confirmed c. Budget parameters are detailed and verified in accordance with enterprise procedures
4. Maintain records	<ul style="list-style-type: none"> a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the preparation of a proposal and confirmation of client's requirements for garment design concepts b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies apply to workplace activities associated with clarifying and confirming requirements for the design brief within the work environment c. The competencies can refer to enterprise and client initiated ideas or requests d. The competencies may involve applications associated with: <ul style="list-style-type: none"> d.1. original creation d.2. adaption of designs or interpretation of sketches within contexts related to <ul style="list-style-type: none"> d.2.1. single or multiple production styles and ranges d.2.2. made-to-measure d.2.3. theatre costuming e. Activities may include: <ul style="list-style-type: none"> e.1. liaison with client and/or other functional areas e.2. identifying constraints to the design or proposal requirements e.3. compiling information and preparing/confirming proposal and terms/conditions f. The competencies are applied under broad guidance g. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions h. The competencies are used independently within routine and non-routine situations i. Data entry/recording may include: <ul style="list-style-type: none"> i.1. keyboard i.2. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Design drawings/sketches d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the preparation of a proposal and confirmation of client's requirements for garment design concepts b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. clarify design requirements a.2. assemble information related to proposal a.3. identify and confirm garment costs, time-lines, etc. a.4. communicate effectively with design team, customers, etc. a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the clothing industry a.2. the industry, global and local trends and detailed knowledge of garment construction a.3. range of typical garment fabrics, including weight and other characteristics a.4. marker making and cutting procedures a.5. research sources a.6. colour/colour mix and interpretation a.7. fabrics, fibres, trims, accessories and their properties and characteristics a.8. proposals, the detail required and issues associated with terms and conditions a.9. safety and environmental aspects of relevant enterprise activities a.10. workplace procedures and reporting processes a.11. relevant OH&S legislation, regulatory requirements and copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. clarify requirements b.2. prepare/confirm proposal b.3. confirm terms and conditions b.4. produce sketches manually or using CAD systems b.5. communicate effectively with individuals, work groups and supervisors b.6. select, interpret and apply procedures and processes b.7. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving the preparation of a response to a design brief b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting client requirements a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDCL-05A Develop/present design concept/s within specified guidelines

Field: Product Development

This unit covers the skills and knowledge required for the development and presentation of garment design concepts to the client within specified guidelines in the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Research fashion and garment	<ul style="list-style-type: none"> a. Fashion and garment trends are researched and relevant information relating to the design project is obtained, including availability of materials b. Ideas are contributed and discussed by team members to enhance the success of the project
2. Generate and select initial concepts in consultation with others	<ul style="list-style-type: none"> a. Concepts are developed to identify the range of possibilities b. A range of story board themes are prepared related to fabrics and colours c. Ideas are discussed and modified in consultation with other design team members d. Appropriate concepts are selected for development in consultation with design team
3. Develop design concepts and details in consultation with others	<ul style="list-style-type: none"> a. Appropriate styles and trims/accessories are identified b. Production feasibility is researched and confirmed c. Artwork/drawings/specifications are prepared in the appropriate format, including any additional documentation required d. Design concepts are presented in accordance with agreed presentation strategy
4. Cost range/garment in conjunction with production area	<ul style="list-style-type: none"> a. All items and resources required for the range/garment are checked and confirmed b. Accumulated time is calculated or taken from the bill of labour and multiplied by standard cost to ascertain labour cost c. Material costs are obtained from relevant sources and compared, where necessary d. Total garment/range costs are calculated, which include labour, material and overhead costs e. Amendments or modifications are negotiated and agreed when required to ensure garment/range is within budget
5. Maintain records	<ul style="list-style-type: none"> a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the development and presentation of garment design concepts to the client within specified guidelines b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies apply to workplace activities associated with clarifying and confirming requirements for the design brief within the work environment c. The competencies can refer to enterprise and client initiated ideas or requests d. The competencies may involve applications associated with: <ul style="list-style-type: none"> d.1. original creation d.2. adaption of designs or interpretation of sketches within contexts related to: <ul style="list-style-type: none"> d.2.1. single or multiple production styles and ranges d.2.2. made-to-measure d.2.3. theatre costuming e. Activities may include: <ul style="list-style-type: none"> e.1. researching design trends and developments e.2. generating and presenting ideas e.3. liaison with client and/or other functional areas e.4. compiling information e.5. preparing costings f. Fashion and garment trends may include: <ul style="list-style-type: none"> f.1. colour f.2. fabrics f.3. styles f.4. trims, etc. g. The competencies are applied under broad guidance h. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions i. The competencies are used independently within routine and non-routine situations j. Data entry/recording may include: <ul style="list-style-type: none"> j.1. keyboard j.2. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Fashion reports, trade journals, etc. d. Stock records e. Summaries of materials, labour and overhead costs f. Organisation work procedures 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 the development and presentation of garment design concepts to the client within specified guidelines b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Formatted: English (Australia)

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. research trends and other relevant information a.2. develop/select concepts and story board themes a.3. prepare artwork/drawings/specifications a.4. present design concepts a.5. calculate costs a.6. communicate effectively with design team, customers, etc. a.7. apply workplace health and safety policies in work operations a.8. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the clothing industry a.2. the industry, global and local trends and detailed knowledge of garment construction a.3. range of typical garment fabrics, including weight and other characteristics a.4. marker making and cutting procedures a.5. research sources a.6. colour/colour mix and interpretation a.7. fabrics, fibres, trims, accessories and their properties and characteristics a.8. proposals, the detail required and issues associated with terms and conditions a.9. costing processes a.10. safety and environmental aspects of relevant enterprise activities a.11. workplace procedures and reporting processes a.12. relevant OH&S legislation, regulatory requirements, copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. effectively develop and present design concepts within prescribed guidelines b.2. generate ideas b.3. produce sketches manually or using CAD systems b.4. compile information b.5. cost a range or garment b.6. communicate effectively with individuals, work groups and supervisors b.7. select, interpret and apply procedures and processes b.8. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the development and presentation of garment design concepts to the client within specified guidelines b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting client requirements a.3. researching information a.4. completing tasks 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. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDCL-06A Construct block to make patterns

Field: Product Development

This unit covers the skills and knowledge required for the construction of blocks to make patterns for use in garment production processes within an enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret the design	<ul style="list-style-type: none"> a. Design sketch/drawing is interpreted and clarified with designer or senior patternmaker as required b. Design lines and features are identified c. Fabric characteristics and performance, and trims and finishings are considered in relation to the design
2. Construct the block	<ul style="list-style-type: none"> a. Appropriate drafting principles and methods are selected for block construction b. Styles are analysed in relation to the size specifications and required silhouette and design lines c. Block is constructed and checked to ensure compliance with requirements
3. Construct and adjust toiles	<ul style="list-style-type: none"> a. Toiles are accurately constructed from the block b. Correct proportion, fit and balance is achieved by fitting and making the necessary adjustments c. Accuracy of adjusted toiles is evaluated in relation to specifications, body movement and comfort
4. Develop and complete final blocks	<ul style="list-style-type: none"> a. Information from adjusted toiles is transferred to blocks b. Alterations are assessed in response to the toile fitting c. Final blocks are completed and checked for accuracy and completeness of all necessary information, including cutting instructions, and to ensure compliance with specifications d. Blocks are filed in accordance with enterprise procedures
5. Maintain records	<ul style="list-style-type: none"> a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the construction of blocks to make patterns for use in garment production b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies apply to workplace activities associated with clarifying and confirming requirements for the design brief within the work environment c. The competencies can refer to enterprise and client initiated ideas or requests d. The work responsibilities of the patternmaker will vary in scope according to: <ul style="list-style-type: none"> d.1. the size of the workplace d.2. the range of designs and specialisation in the workplace d.3. workplace quality standards d.4. degree of autonomy of the patternmaker e. Patternmakers' responsibilities may include: <ul style="list-style-type: none"> e.1. the development of the prototype or toile e.2. the analysis of styles e.3. making samples e.4. developing the design e.5. estimating fabric usage e.6. creating final pattern blocks e.7. evaluating final pattern blocks f. Pattern-making activities may involve: <ul style="list-style-type: none"> f.1. CAD system f.2. manual design methods g. The competencies are applied under broad guidance h. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions i. The competencies are used independently within routine and non-routine situations j. Data entry/recording may include: <ul style="list-style-type: none"> j.1. keyboard j.2. computer aided drafting input device j.3. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Patternmaking instructions d. Design sketches and drawings e. Organisation work procedures f. Organisational or external personnel g. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the construction of blocks to make patterns for use in garment production b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. interpreting designs a.2. analyse styles a.3. construct and check blocks a.4. develop and adjust toiles a.5. communicate effectively with design team, customers, etc. a.6. apply workplace health and safety policies in work operations a.7. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. principles and concepts of block construction a.2. block construction processes a.3. size standards a.4. the industry, global and local trends and detailed knowledge of garment construction a.5. range of typical garment fabrics, including weight and other characteristics a.6. cost efficiency in relation to pattern making a.7. safety and environmental aspects of relevant enterprise activities a.8. workplace procedures and reporting processes a.9. relevant OH&S legislation, regulatory requirements and copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. develop the pattern with consideration to the characteristics of fabric and trimmings b.2. construct garment toiles or prototypes b.3. develop the final blocks and recommend alternative construction methods b.4. use manual or CAD systems b.5. compile information b.6. communicate effectively with individuals, work groups and supervisors b.7. select, interpret and apply procedures and processes b.8. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the construction of blocks to make patterns for use in garment production b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design drawings and sketches a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDCL-07A Produce made-to-measure/custom-made/ bespoke garments

Field: Product Development

This unit covers the skills and knowledge required to produce made-to-measure garments within the clothing industry.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare a pattern	<ul style="list-style-type: none"> a. Client measurements are obtained b. Garment design is discussed and agreed with client, where necessary c. Pattern is selected or made to meet the requirements d. Measurements are interpreted into the pattern and modified to suit special needs of client, where required
2. Cut and prepare garment pieces	<ul style="list-style-type: none"> a. Fabric and lining are laid-up and prepared for cutting, ensuring alignment adheres to specifications b. Fabric, linings, interlinings and trims are cut to meet requirements/measurements of the pattern c. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly d. First fitting is conducted with the client and necessary changes made, as required
3. Assemble garment	<ul style="list-style-type: none"> a. Pieces are sewn together to form the whole garment in accordance with pattern specifications b. Garment is pressed in accordance with requirements c. Second fitting of garment is assessed with client d. Modifications are determined in consultation with the client, where necessary
4. Finish garment	<ul style="list-style-type: none"> a. Alterations are undertaken, where relevant b. Hand sewing is assessed and trims applied in accordance with design requirements c. Garment is finished to meet specifications and appropriate labels attached
5. Conduct final fitting	<ul style="list-style-type: none"> a. Final fitting is conducted to ensure client satisfaction and to confirm correct sizing, look and wearer comfort
6. Maintain documentation	<ul style="list-style-type: none"> a. All relevant paperwork and documentation is prepared in accordance with enterprise procedures

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. obtain accurate measurements from client a.2. ensure design is suitable for client a.3. prepare and assemble pieces for garment a.4. lay up and align material with pattern a.5. cut material a.6. conduct fittings a.7. interact with the client in the presentation of ideas and designs a.8. apply workplace health and safety policies in work operations a.9. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. garment construction a.2. assembly methods a.3. fabric properties such as weight, shrinkage, pile, grain and pattern shapes a.4. the importance of the selvedge and bias of fabrics and their characteristics a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures a.7. reporting processes a.8. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. take accurate measurements b.2. use appropriate techniques for laying-up and cutting operations b.3. perform alterations b.4. operate sewing machine b.5. hand sew and apply trims b.6. apply all the relevant safety practices when working in the clothing industry b.7. communicate effectively with clients, individuals, work groups and supervisors b.8. maintain records b.9. select, interpret and apply procedures and processes b.10. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the development and production of custom-made or bespoke clothing b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design requirements a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDCL-08A Manage design within specified guidelines

Field: Product Development

This unit covers the skills and knowledge required to manage the technical aspects of the garment design process within specified guidelines in an enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Clarify needs	<ul style="list-style-type: none"> a. Ideas are clarified, where necessary b. Feedback and preliminary design ideas are discussed to ensure compatibility between the clients' image and that of the designer c. Key features of the design, including how the design fits into the overall framework and what constraints are applicable are confirmed
2. Prepare or confirm proposal	<ul style="list-style-type: none"> a. Relevant information is assembled or confirmed, as required b. Proposal is prepared, where appropriate, for consideration in accordance with enterprise procedures
3. Confirm terms and conditions	<ul style="list-style-type: none"> a. Garment cost/price points are identified b. Time-lines for development and production are clarified and confirmed c. Budget parameters are detailed and verified in accordance with enterprise procedures
4. Maintain documentation	<ul style="list-style-type: none"> a. All relevant paperwork and documentation is prepared in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves clarification and confirmation of requirements for the design brief within the work environment b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies apply to workplace activities associated with clarifying and confirming requirements for the design brief within the work environment c. The competencies can refer to enterprise and client initiated ideas or requests d. The competencies may involve applications associated with: <ul style="list-style-type: none"> d.1. original creation d.2. adaption of designs or interpretation of sketches within contexts related to: <ul style="list-style-type: none"> d.2.1. single or multiple production styles and ranges d.2.2. made-to-measure d.2.3. theatre costuming e. Activities may include: <ul style="list-style-type: none"> e.1. liaison with client and/or other functional areas e.2. identifying constraints to the design or proposal requirements e.3. compiling information e.4. preparing/confirming proposal and terms/conditions f. The competencies are applied under broad guidance g. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions h. The competencies are used independently within routine and non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Design sketches and drawings d. Summaries of costs of materials and processes e. Organisation work procedures f. Organisational or external personnel g. 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 clarification and confirmation of requirements for the design brief within the work environment b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. clarify design requirements a.2. assemble information related to proposal a.3. identify and confirm garment costs, time-lines, etc. a.4. communicate effectively with design team, customers, etc. a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the clothing industry a.2. the industry, global and local trends in fashion and garment design a.3. garment construction techniques and processes a.4. detailed knowledge of a range of fabrics, including weight and other characteristics, together with an understanding of marker making and cutting a.5. research sources a.6. colour/colour mix and interpretation a.7. fabrics, fibres, trims, accessories and their properties and characteristics a.8. proposals, the detail required and issues associated with terms and conditions a.9. safety and environmental aspects of relevant enterprise activities a.10. workplace procedures and reporting processes a.11. relevant OH&S legislation, regulatory requirements and copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. clarify requirements b.2. prepare/confirm proposal b.3. confirm terms and conditions b.4. produce sketches manually or using CAD systems b.5. communicate effectively with individuals, work groups and supervisors b.6. select, interpret and apply procedures and processes b.7. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving the clarification and confirmation of requirements for the design brief within the work environment b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. clarifying design requirements a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDCL-09A Agree design brief

Field: Product Development

This unit covers the skills and knowledge required to negotiate and confirm a proposal for garment design and production and to establish the budget for the design brief within a clothing enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Clarify requirements	<ul style="list-style-type: none"> a. Ideas are discussed and interpreted to develop a perception of what is required b. Understanding of the planned design is explored and defined with client through sketches, samples and discussion c. Consultation occurs with relevant personnel to ascertain feasibility of proposed ideas
2. Prepare proposal	<ul style="list-style-type: none"> a. Information required for the proposal is confirmed through consultation with the client and/or other relevant personnel b. Proposal is prepared to accurately reflect the design ideas and requirements
3. Establish time-lines and budgets	<ul style="list-style-type: none"> a. Cost/price points are determined and confirmed b. Time-lines are negotiated and agreed c. Budget is established and monitoring strategies are identified d. Outstanding issues related to costs, design and time-lines are negotiated and resolved with client and relevant personnel in accordance with workplace procedures
4. Complete documentation	<ul style="list-style-type: none"> a. Agreement on design brief is confirmed with client in accordance with workplace requirements b. All relevant paperwork and documentation is prepared in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the negotiation and confirmation of a proposal for garment design and production and the establishment of the budget and proposed time-line for the design brief within a clothing enterprise b. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies apply to workplace activities associated with negotiating, confirming and agreeing the design brief c. The competencies can refer to enterprise and client initiated ideas or requests d. The competencies may involve applications associated with: <ul style="list-style-type: none"> d.1. original creation d.2. adaption of designs or interpretation of sketches within contexts related to: <ul style="list-style-type: none"> d.2.1. single or multiple production styles and ranges d.2.2. made-to-measure d.2.3. theatre costuming e. Activities may relate to all the criteria normally required to finalise details associated with proposal preparation and agreement of design requirements f. The competencies are applied under limited guidance in line with a broad plan, budget or strategy g. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills h. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Design sketches and drawings d. Summaries of costs of materials and processes e. Organisation work procedures f. Organisational or external personnel g. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the negotiation and confirmation of a proposal for garment design and production and the establishment of the budget and proposed time-line for a design brief within a clothing enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

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. clarify design requirements a.2. identify and confirm garment costs, time-lines, etc. a.3. establish or interpret procedures a.4. determine report requirements and present information in appropriate formats a.5. assemble information related to proposal a.6. prepare proposals a.7. communicate effectively with design team, production departments, customers, etc. a.8. apply workplace health and safety policies in work operations a.9. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the clothing industry a.2. the industry, global and local trends in fashion and garment design a.3. garment construction techniques and processes a.4. detailed knowledge of a range of fabrics, including weight and other characteristics, together with an understanding of marker making and cutting a.5. research sources a.6. colour/colour mix and interpretation a.7. fabrics, fibres, trims, accessories and their properties and characteristics a.8. proposals, the detail required and issues associated with terms and conditions a.9. safety and environmental aspects of relevant enterprise activities a.10. workplace procedures and reporting processes a.11. relevant OH&S legislation, regulatory requirements and copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. clarify requirements b.2. negotiate and confirm proposals b.3. establish and confirm terms and conditions b.4. communicate effectively with clients, individuals, design personnel and supervisors b.5. establish or interpret procedures b.6. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the negotiation and confirmation of a proposal for garment design and production and the establishment of the budget and proposed time-line for a design brief within a clothing enterprise b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. negotiating and confirming design proposals a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDCL-10A Manage concept development

Field: Product Development

This unit covers the skills and knowledge required to manage concept development of a garment design to the point of presentation to the client in a clothing enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Research trends	<ul style="list-style-type: none"> a. Local and overseas garment design trends are researched and/or forecast in relation to the concept development b. Developments in technology and garment construction are investigated to ensure all possibilities are considered c. Relevant aspects of design trends are identified and interpreted in terms of design requirements
2. Brief the design team	<ul style="list-style-type: none"> a. Design parameters and requirements are presented to the design team in accordance with workplace procedures b. Relevant information relating to constraints, preferred processes, styles and techniques is conveyed to the design team and implications discussed and confirmed
3. Facilitate development of initial concept	<ul style="list-style-type: none"> a. Guidance is offered on significant aspects of design with specific emphasis on feasibility and the requirements of brief b. Discussion, interchange and development of ideas are encouraged and a shared understanding of the work is confirmed c. Story board themes, styles and designs are developed with design team members d. Initial concepts and design details are reviewed, evaluated and modified with the design team
4. Present design concept	<ul style="list-style-type: none"> a. Design team members are briefed and organised to assist in presentation, where appropriate b. Presentation of the design concept is made, using appropriate sketches, samples and/or prototype garment/s c. Feedback on the design concept is recorded and considered and appropriate adjustments made in accordance with workplace procedures
5. Complete documentation	<ul style="list-style-type: none"> a. Agreement on design concept is confirmed with client in accordance with workplace requirements b. All relevant paperwork and documentation is prepared in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the management of concept development of a garment design to the point of presentation to the client b. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies apply to workplace activities associated with management of concept development in an enterprise c. The competencies can refer to enterprise and client initiated ideas or requests d. The competencies may involve applications associated with: <ul style="list-style-type: none"> d.1. original creation d.2. adaption of designs or interpretation of sketches within contexts related to: <ul style="list-style-type: none"> d.2.1. single or multiple production styles and ranges d.2.2. made-to-measure d.2.3. theatre costuming e. Activities may include <ul style="list-style-type: none"> e.1. researching or forecasting trends in design e.2. developing story board themes, etc. e.3. reviewing/evaluating concepts and response e.4. liaising with relevant personnel, client and/or other functional areas e.5. presenting and modifying designs where required f. The competencies relate to a designer at this level having responsibility for the work of others g. The competencies are applied under limited guidance in line with a broad plan, budget or strategy h. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills i. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Design sketches and drawings d. Summaries of costs of materials and processes e. Organisation work procedures f. Organisational or external personnel g. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the management of concept development of a garment design to the point of presentation to the client b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. research and forecast design trends a.2. brief and guide design team a.3. review, evaluate and modify concepts and design details a.4. organise design presentation a.5. assess client response a.6. communicate effectively with design team, production departments, customers, etc. a.7. apply workplace health and safety policies in work operations a.8. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the clothing industry a.2. the industry, global and local trends in fashion and garment design a.3. garment construction techniques and processes a.4. detailed knowledge of a range of fabrics, including weight and other characteristics, together with an understanding of marker making and cutting a.5. research sources a.6. colour/colour mix and interpretation a.7. fabrics, fibres, trims, accessories and their properties and characteristics a.8. proposals, the detail required and issues associated with terms and conditions a.9. safety and environmental aspects of relevant enterprise activities a.10. workplace procedures and reporting processes a.11. relevant OH&S legislation, regulatory requirements and copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. present designs b.2. encourage interchange of ideas/designs and development of design concepts b.3. facilitate development of story board themes b.4. produce sketches manually or using CAD systems b.5. communicate effectively within the workplace, including liaising with other departments b.6. establish or interpret procedures, where required b.7. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the management of concept development of a garment design to the point of presentation to the client b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. managing concept development a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMPDCL-11A Manage design process and/or product development

Field: Product Development

This unit covers the skills and knowledge required to manage the design process and/or product development in a clothing enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Develop process plan	<ul style="list-style-type: none"> a. Requirements for process planning are established in accordance with enterprise procedures b. Specifications and/or other relevant data are used to formulate the process plan c. Process plan is developed in line with enterprise requirements d. Potential trouble areas are identified and contingency plans made where possible e. Plan is documented in accordance with enterprise procedures and includes all steps of the process f. Consultation and liaison occurs with other team members to maximise effectiveness of the plan
2. Select and brief team	<ul style="list-style-type: none"> a. Appropriate personnel are selected for the design team b. Tasks are appropriately allocated according to the available expertise and requirements of the design project c. Information relating to standards, constraints, preferred processes, styles and techniques is conveyed to the design team in a clearly understood manner d. Relevant technical, monitoring and reporting procedures are established
3. Monitor progress	<ul style="list-style-type: none"> a. Communication occurs with all parties to ensure obligations, quality, time-lines, budget and technical constraints are met b. Any problems or revisions are identified and action taken as required, in accordance with enterprise procedures or as agreed with client c. Records or reports are reviewed or prepared in accordance with enterprise procedures
4. Evaluate process and cost outcome	<ul style="list-style-type: none"> a. Information on the design process is assembled and evaluated b. Key evaluation results are identified, in consultation with others where necessary, and used to draft plans for future action c. Outcome of the design/development is costed in accordance with enterprise procedures
5. Complete documentation	<ul style="list-style-type: none"> a. Agreement on design concept is confirmed with client in accordance with workplace requirements b. Relevant paperwork and documentation is prepared in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the management of the design process and/or product development in a clothing enterprise b. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies apply to workplace activities associated with management of the design process and/or product development in the enterprise c. The competencies can refer to enterprise and client initiated ideas or requests d. The competencies may involve applications associated with: <ul style="list-style-type: none"> d.1. original creation d.2. adaption of designs or interpretation of sketches within contexts related to: <ul style="list-style-type: none"> d.2.1. single or multiple production styles and ranges d.2.2. made-to-measure d.2.3. theatre costuming e. Activities may include: <ul style="list-style-type: none"> e.1. design team selection e.2. work allocation e.3. process plan development and monitoring e.4. reviewing/evaluating process e.5. costing procedures e.6. liaising with relevant personnel, client and/or other functional areas f. Process planning may include consideration of: <ul style="list-style-type: none"> f.1. time-lines f.2. availability of resources and equipment f.3. production/tooling requirements f.4. quality standards f.5. relationship to other enterprise priorities g. The competencies relate to a designer at this level having responsibility for the work of others h. The competencies are applied under limited guidance in line with a broad plan, budget or strategy i. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills j. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Skill and experience profiles of personnel d. Summaries of outcomes of evaluations of design process e. Organisation work procedures f. Organisational or external personnel g. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the management of the design process and/or product development in a clothing enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

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. establish requirements for process planning a.2. select and brief design team, including task allocation, standards, etc. a.3. identify/define problems a.4. deal with non-conformance/inefficiencies a.5. cost design and/or development a.6. communicate effectively with design team, production departments, customers, etc. a.7. apply workplace health and safety policies in work operations a.8. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the clothing industry a.2. the industry, global and local trends in fashion and garment design a.3. garment construction techniques and processes a.4. detailed knowledge of a range of fabrics, including weight and other characteristics, together with an understanding of marker making and cutting a.5. research sources a.6. colour/colour mix and interpretation a.7. fabrics, fibres, trims, accessories and their properties and characteristics a.8. proposals, the detail required and issues associated with terms and conditions a.9. safety and environmental aspects of relevant enterprise activities a.10. workplace procedures and reporting processes a.11. relevant OH&S legislation, regulatory requirements and copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. plan processes b.2. encourage interchange of ideas/designs b.3. facilitate development of design concepts b.4. assess/evaluate design process b.5. cost process/outcome b.6. communicate effectively within the workplace, including liaising with other departments b.7. establish or interpret procedures, where required b.8. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the management of the design process and/or product development in a clothing enterprise b. This includes real or simulated work areas, materials, personnel, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. managing design process and/or product development a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDFT-06A Produce samples or custom-made shoes

Field: Product Development

This unit encompasses the skills and knowledge related to coordinating or producing samples and/or custom-made shoes within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret or clarify instructions	<ul style="list-style-type: none"> a. Design parameters are interpreted and/or clarified, in consultation with designer, sales team, management and/or client, where required b. Special construction details and/or constraints are identified and taken into account when clarifying the instructions
2. Prepare pattern	<ul style="list-style-type: none"> a. Last is obtained and/or altered to meet client specifications or design concept b. Toe shape is defined on insole pattern and shape of last is adjusted to achieve desired outside shape c. Internal shape is imaged and allowances made for component parts and thickness of leather d. Heel height is determined and appropriate last is selected to reflect heel height e. Design is assessed against original specifications and/or client approval f. Patterns are made of outsoles and soles, and masking tape is used to prepare design and create upper patterns g. Information is translated from 3-dimensional to 2-dimensional working patterns
3. Develop the sample or custom-made shoes	<ul style="list-style-type: none"> a. All sample pieces are cut from the patterns to meet specifications or design concept b. Upper is closed, shoe is prepared and lasted, and heel is glued on where required c. Fitting is conducted and any necessary alterations are assessed to ensure correct fit, including reduction of the last or other appropriate steps d. Finishing off and final fitting is assessed in accordance with specifications and enterprise procedures e. Liaison occurs with all relevant personnel in the production of samples or custom-made shoes

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the production of samples or custom-made shoes b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies can refer to enterprise and client initiated ideas or requests c. The competencies may involve applications associated with footwear components, custom-made shoes or making of samples d. Degree of complexity will relate to materials being used and intricacy of design and requirements e. Interpreting measurements into a pattern may relate to special individual requirements, such as shape and posture etc. f. Patterns may be made by hand or by using machines g. Shoe finishing off processes could relate to make up of bottom stock and attachment of lasted shoe, insertion of socks, cleaning, insertion of laces h. The extent and nature of product design will depend on the products and organisational structure within the individual enterprise i. Modification of lasts may be undertaken by the footwear designer in custom-made shoes or by the component supplier in the case of volume manufacture j. Size and work organisation within enterprise will also determine the range of interaction with other areas, e.g.: <ul style="list-style-type: none"> j.1. prototype or sample maker j.2. marketing/sales j.3. management j.4. customer k. Design activities may include: <ul style="list-style-type: none"> k.1. CAD systems k.2. manual systems l. Safety procedures and practices when working with cutting and machining equipment are as specified by manufacturers, regulatory authorities and the enterprise m. Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise n. Knowledge and skills are applied in a self-directed way to a wide range of tasks, roles and/or functions o. The competencies are used independently within routine and non-routine situations, methods and procedures
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s measurements and requirements b. Work specifications c. Design sketches and drawings d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the development and production of custom-made or sample footwear b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. clarify design instructions a.2. assess design against specifications a.3. translate information into working patterns a.4. ensure accurate samples or prototypes are produced to reflect the design concepts a.5. calculate and evaluate costs a.6. conduct fittings a.7. interact with the client in the presentation of ideas and designs a.8. apply workplace health and safety policies in work operations a.9. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the footwear industry a.2. footwear construction and pattern standards a.3. materials used in shoe production and tools/equipment a.4. the anatomy of the foot a.5. tools and machinery used in the product development and manufacturing processes a.6. safety and environmental aspects of relevant enterprise activities a.7. workplace procedures a.8. reporting processes a.9. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. apply shoe making skills such as cutting, machining, making and finishing b.2. prepare patterns b.3. produce sample or custom-made shoes b.4. select, interpret and apply procedures or processes b.5. apply all the relevant safety practices when working in the clothing industry b.6. communicate effectively with clients, individuals, work groups and supervisors b.7. maintain records b.8. select, interpret and apply procedures and processes b.9. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving the development and production of samples or custom-made shoes b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design requirements a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTDPFT-07A Implement design process within specified guidelines**Field: Product Development****This unit relates to the skills and knowledge required to manage the technical aspects of the design process within the enterprise.**

ELEMENT	PERFORMANCE CRITERIA
1. Brief relevant groups or individuals	<ul style="list-style-type: none">a. Work is allocated and relevant personnel and/or component suppliers are briefed to ensure standards of work are achievedb. All information relevant to the design realisation process is prepared and communicated to appropriate personsc. Reporting mechanisms and methods for information exchange are identified and agreed
2. Monitor progress	<ul style="list-style-type: none">a. Communication occurs with relevant groups or individuals to ensure obligations, quality, time-lines, budget and technical constraints are metb. Any problems or revisions are identified and action taken as required, in accordance with enterprise procedures or as agreed with clientc. Ongoing liaison occurs, with all parties, at all stages of developmentd. Records are maintained in accordance with enterprise procedures
3. Liaise with design team	<ul style="list-style-type: none">a. A detailed brief is provided to the design team, including component supplier where applicable, to ensure all design requirements are metb. Ongoing liaison is maintained with all relevant groups and feedback is sought on feasibility of sample
4. Contribute to development of design specifications	<ul style="list-style-type: none">a. Samples of materials and components relevant for the development of specifications are identifiedb. Relevant standards of construction procedures are identified, including overall quality, size and fit, grade rulesc. Specifications are developed, in consultation with other relevant groups, in the appropriate format and include the allowable acceptance tolerances

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves workplace activities associated with managing design implementation within specified guidelines in the enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH & S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies can refer to enterprise and client initiated ideas or requests c. The competencies may involve applications associated with: <ul style="list-style-type: none"> c.1. original creation c.2. adaption of designs or interpretation of sketches within contexts related to single or multiple production styles and ranges c.3. custom-made shoes or volume production c.4. half pairs or mirror images d. Activities may include: <ul style="list-style-type: none"> d.1. allocating work and briefing staff d.2. ensuring all obligations/requirements are assessed d.3. liaising with relevant personnel and external component suppliers, client and/or other functional areas d.4. monitor progress and assist in developing design specifications e. Components may include lasts, casts, soles, insoles, heels, unit soles, EVA randed outsoles, TPR soles, rubber soles, toe puffs, counters, eyelets, etc. f. The competencies are applied under broad guidance g. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions h. The competencies are used independently within routine and non-routine situations i. Data entry/recording may include: <ul style="list-style-type: none"> i.1. keyboard i.2. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Reports, trade journals, etc. d. Stock records e. Summaries of materials, labour and overhead costs f. Organisation work procedures 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 the development and presentation of design concepts to the client within specified guidelines b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. allocate work and briefing staff a.2. ensure all requirements/obligations are assessed a.3. liaise with relevant personnel, client and other functional areas a.4. monitor progress and compliance with specifications a.5. assist with/developing design specifications a.6. communicate effectively with design team, customers, etc. a.7. apply workplace health and safety policies in work operations a.8. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the footwear industry a.2. the industry, global and local trends a.3. detailed knowledge of footwear construction, leathers, synthetics and other materials used in shoe production, trims, accessories and their properties and characteristics a.4. the anatomy of the foot a.5. testing methods, quality levels and defect classification a.6. tools and machinery used in the product development and manufacturing processes a.7. proposals, the detail required and issues associated with terms and conditions a.8. costing processes a.9. safety and environmental aspects of relevant enterprise activities a.10. workplace procedures and reporting processes a.11. relevant OH&S legislation, regulatory requirements, copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. effectively implement the design process within prescribed guidelines b.2. compile and assess information b.3. communicate effectively with individuals, work groups and supervisors b.4. select, interpret and apply procedures and processes b.5. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving the implementation of footwear design process within specified guidelines b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting client requirements a.3. researching information a.4. completing tasks 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. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTDPFT-08A Develop/present design concept/s within specified guidelines

Field: Product Development

This unit encompasses the development and presentation of design concepts to a client or within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Research trends in styles, colours etc., where required	<ul style="list-style-type: none"> a. Trends in styles, colours, etc. are researched and relevant information relating to the design project is obtained, including availability of materials b. Ideas are contributed and discussed by team members to enhance the success of the project
2. Generate concepts and select components in consultation with others	<ul style="list-style-type: none"> a. Concepts are developed to identify the range of possibilities b. Suitable patterns and/or footwear components are identified c. Ideas are discussed and modified in consultation with other design team members and external component supplier, where relevant d. Appropriate concepts are selected for development in consultation with design team
3. Develop design concepts and details in consultation with others	<ul style="list-style-type: none"> a. Appropriate styles and trims/accessories are identified b. Concepts are developed and sample shoes made to specifications c. Sample shoes are tested for fit, heel height and other relevant factors, adjustments are made as required d. Production feasibility is researched and confirmed, including sources for component supply, as required e. Drawings and specifications are prepared in the appropriate format, including any additional documentation required f. Sample shoes are presented in accordance with agreed presentation strategy
4. Cost the shoe in conjunction with production, where appropriate	<ul style="list-style-type: none"> a. All items and resources required for the production of the range/footwear are checked and confirmed b. Accumulated time is calculated or taken from the bill of labour and multiplied by standard cost to ascertain labour cost c. Material costs are obtained from relevant sources and compared, where necessary d. Total footwear/range costs are calculated, which include labour, material and overhead costs e. Amendments or modifications are negotiated and agreed, when required, to ensure footwear/range is within budget
5. Evaluate design outcomes	<ul style="list-style-type: none"> a. Evaluation of process and design is conducted to ensure success of the design b. Modifications are agreed and assessed where necessary
6. Prepare proposal	<ul style="list-style-type: none"> a. Relevant information is assembled or confirmed, as required b. Proposal is prepared, where appropriate, for consideration in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves workplace activities associated with developing and presenting design concepts within specified guidelines in the enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies apply to workplace activities associated with clarifying and confirming requirements for the design brief within the work environment c. The competencies can refer to enterprise and client initiated ideas or requests d. The competencies may involve applications associated with: <ul style="list-style-type: none"> d.1. original creation d.2. adaption of designs or interpretation of sketches within contexts related to single or multiple production styles and ranges d.3. custom-made shoes or volume production d.4. half pairs or mirror images e. Activities may include <ul style="list-style-type: none"> e.1. researching design trends and developments e.2. generating and presenting ideas e.3. liaison with client, componentry supplier and/or other functional areas e.4. compiling information e.5. preparing costings f. Components may include lasts, casts, soles, insoles, heels, unit soles, EVA randed outsoles, TPR soles, rubber soles, toe puffs, counters, eyelets, etc. g. Proposals may be written or verbal h. The competencies are applied under broad guidance i. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions j. The competencies are used independently within routine and non-routine situations k. Data entry/recording may include: <ul style="list-style-type: none"> k.1. keyboard k.2. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Fashion reports, trade journals, etc. d. Stock records e. Summaries of materials, labour and overhead costs f. Organisation work procedures 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 the development and presentation of design concepts to the client within specified guidelines b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. research trends and other relevant information a.2. develop/select concepts and components a.3. prepare drawings/specifications a.4. produce/test sample shoes a.5. present design concepts a.6. calculate costs a.7. assess outcomes of design a.8. communicate effectively with design team, customers, etc. a.9. apply workplace health and safety policies in work operations a.10. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the footwear industry a.2. the industry, global and local trends a.3. detailed knowledge of footwear construction, leathers, synthetics and other materials used in shoe production, trims, accessories and their properties and characteristics a.4. the anatomy of the foot a.5. research sources a.6. tools and machinery used in the product development and manufacturing processes a.7. proposals, the detail required and issues associated with terms and conditions a.8. costing processes a.9. safety and environmental aspects of relevant enterprise activities a.10. workplace procedures and reporting processes a.11. relevant OH&S legislation, regulatory requirements, copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. effectively develop and present design concepts within prescribed guidelines b.2. generate and present ideas b.3. produce sketches manually or using CAD systems b.4. compile information and make calculations b.5. cost product b.6. communicate effectively with individuals, work groups and supervisors b.7. select, interpret and apply procedures and processes b.8. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving the development and presentation of footwear design concepts to the client within specified guidelines b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting client requirements a.3. researching information a.4. completing tasks 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. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTDPFT-09A Develop design brief

Field: Product Development

This unit relates to confirmation of proposal and establishment of budget for design brief within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Review information about previous products	<ul style="list-style-type: none"> a. Relevant products previously developed by the enterprise are identified and reviewed in terms of range, style, construction, price points, etc. b. Details of selected products are assessed to determine if there are aspects which may be relevant for the current design/project and/or future development
2. Determine and clarify guidelines	<ul style="list-style-type: none"> a. Ideas are discussed and interpreted to develop a perception of what is required b. Understanding of the planned design is explored and defined through sketches, samples and discussion, as required c. Requirements are clarified with all relevant groups d. Consultation occurs with relevant personnel, client and/or external component supplier to ascertain feasibility of proposed ideas
3. Establish time-lines and develop budgets	<ul style="list-style-type: none"> a. Cost/price points are determined and confirmed b. Time-lines are negotiated and agreed c. Budget is developed, and monitoring strategies are identified
4. Liaise with relevant groups	<ul style="list-style-type: none"> a. Design brief is finalised in accordance with enterprise procedures b. Detailed brief is provided to product development team, including external component supplier where applicable c. Ongoing liaison is maintained with all relevant groups and feedback is sought on the stages of design development

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves workplace activities associated with confirming and agreeing the design brief b. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies can refer to enterprise and client initiated ideas or requests c. The competencies may involve applications associated with: <ul style="list-style-type: none"> c.1. original creation c.2. adaption of designs or interpretation of sketches within contexts related to single or multiple production styles and ranges c.3. custom-made shoes or volume production c.4. half pairs or mirror images d. Activities may relate to: <ul style="list-style-type: none"> d.1. all the criteria normally required to finalise details associated with establishing time-lines d.2. budget development d.3. agreement of design requirements e. Fashion trends in relation to componentry may relate to heel height, character, style, forepart thickness of sole, randed, not randed, etc.; materials such as crepe, linings, unlined, quality of linings available; and materials used for componentry f. Components may include lasts, casts, soles, insoles, heels, unit soles, EVA randed outsoles, TPR soles, rubber soles, toe puffs, counters, eyelets, etc. g. The competencies are applied under limited guidance in line with a broad plan, budget or strategy h. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills i. The competencies are used independently within substantially non-routine situations j. Data entry/recording may include: <ul style="list-style-type: none"> j.1. keyboard j.2. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Design drawings/sketches d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the agreeing and confirmation of the design brief b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. assess/review details of products a.2. define planned design a.3. identify and confirming costs, time-lines, etc. a.4. communicate effectively with design team, customers, etc. a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the footwear industry a.2. the industry, global and local trends a.3. detailed knowledge of fashion trends in relation to componentry a.4. detailed knowledge of a range of leathers, synthetics and other materials used in shoe production, trims, accessories and their properties and characteristics a.5. methods of manufacture including thermoplastic, rubber, PVC and PU a.6. detailed knowledge of proposal requirements, including determining time-lines and budgets a.7. detailed knowledge of footwear construction a.8. budgeting procedures for proposal preparation and/or costing a.9. research sources a.10. proposals, the detail required and issues associated with terms and conditions a.11. safety and environmental aspects of relevant enterprise activities a.12. workplace procedures and reporting processes a.13. relevant OH&S legislation, regulatory requirements and copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. clarify requirements b.2. establish time-lines and budget b.3. produce sketches manually or using CAD systems b.4. communicate and interact effectively with clients, component suppliers and in the workplace b.5. establish and interpret procedures and processes b.6. determine report requirements and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the confirmation and agreeing the design brief b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting client requirements a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTDPFT-10A Manage design process

Field: Product Development

This unit encompasses the management of the design process to the point of presentation to the client in the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret design forecast for a particular market	<ul style="list-style-type: none"> a. Local and overseas design trends are researched and forecast in relation to a particular market and/or concept development b. Design forecasts are interpreted in relation to market trends, size of market and opportunities, seasonal fluctuations and regional factors c. Developments in technology and footwear construction are investigated to ensure all possibilities are considered
2. Select and brief designers	<ul style="list-style-type: none"> a. Expertise and relevant personnel required for the development of the brief are identified and selected b. Information relating to constraints, preferred processes, styles and techniques is conveyed to the design team in a clearly understood manner
3. Liaise with design team	<ul style="list-style-type: none"> a. A detailed brief is provided to the design team, including component supplier where applicable, to ensure all design requirements are met b. Ongoing liaison is maintained with all relevant groups and feedback is sought on feasibility of sample
4. Facilitate and monitor development of design concept	<ul style="list-style-type: none"> a. Guidance is offered on significant aspects of design to ensure concepts are feasible and requirements of brief are met b. Discussion, interchange and development of ideas are encouraged to ensure a shared understanding of the work c. Themes, styles and designs are developed with design team members d. Initial concepts and design details are monitored, reviewed, evaluated and modified with the design team, as required
5. Confirm proposal	<ul style="list-style-type: none"> a. Proposal is confirmed after consultation with relevant groups b. Costings are organised for the proposal
6. Present design	<ul style="list-style-type: none"> a. Design team members are briefed and organised to assist in presentation, where appropriate b. Presentation of the design concept is made, using appropriate samples and/or prototype footwear
7. Evaluate response and modify concept	<ul style="list-style-type: none"> a. Client response is sought and level of required design variation is identified and agreed, where applicable b. Clients' view is conveyed and explained to design team, and process to be followed is communicated clearly to all involved c. Concept is modified to reflect agreed design variation
8. Evaluate process and cost outcome	<ul style="list-style-type: none"> a. Information on the design process is assembled and evaluated b. Significant results are identified, in consultation with others where necessary, and used to draft plans for modification or future action c. Total cost of the outcome is calculated from labour, material, resource, component and overhead costs

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves workplace activities associated with managing design process in the enterprise b. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies can refer to enterprise and client initiated ideas or requests c. The competencies may involve applications associated with: <ul style="list-style-type: none"> c.1. original creation c.2. adaption of designs or interpretation of sketches within contexts related to single or multiple production styles and ranges c.3. custom-made shoes or volume production c.4. half pairs or mirror images d. Activities may include: <ul style="list-style-type: none"> d.1. researching or forecasting trends in design d.2. developing themes, etc. d.3. reviewing/evaluating process d.4. design team selection d.5. liaising with relevant personnel, client, component supplier and/or other functional areas d.6. presenting and modifying designs where required e. Competencies are applied under limited guidance in line with a broad plan, budget or strategy f. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills g. The competencies are used independently within substantially non-routine situations h. Data entry/recording may include: <ul style="list-style-type: none"> h.1. keyboard h.2. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Reports, trade journals, etc. d. Stock records e. Summaries of materials, labour and overhead costs f. Organisation work procedures 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 managing the design process b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. research/forecast design trends a.2. identify and brief relevant personnel a.3. ensure concepts and design details are monitored a.4. assess client response to design a.5. calculate total costs a.6. communicate effectively with design team, customers, etc. a.7. apply workplace health and safety policies in work operations a.8. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the footwear industry a.2. the industry, global and local trends a.3. detailed knowledge of footwear construction, leathers, synthetics and other materials used in shoe production, trims, accessories and their properties and characteristics a.4. research sources a.5. fashion trends in relation to market forecasting a.6. proposal requirements, including determining time-lines and budgets a.7. budgeting/costing procedures and proposal preparation a.8. proposals, the detail required and issues associated with terms and conditions, time-lines and budgets a.9. safety and environmental aspects of relevant enterprise activities a.10. workplace procedures and reporting/recording processes a.11. relevant OH&S legislation, regulatory requirements, copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. select appropriate expertise within, and external to, the enterprise as required b.2. interact with clients, enterprise personnel, component suppliers b.3. prepare and confirm proposal details b.4. establish time-lines/budgets b.5. produce sketches manually or using CAD systems b.6. communicate effectively within the workplace, including liaising with other departments b.7. communicate effectively with individuals, work groups and supervisors b.8. establish and interpret procedures and processes b.9. determine report requirements and present information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving the managing footwear design process within the enterprise b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting client requirements a.3. researching information a.4. completing tasks 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. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDHL-03A Plan and organise non-routine testing**Field: Product Development**

This unit covers the range of skills required for the planning and organising of non-routine testing conducted within the enterprise. It includes collating and analysing test results.

ELEMENT	PERFORMANCE CRITERIA
1. Plan or develop tests	<ul style="list-style-type: none">a. Relevant information is obtained to establish criteria for test/sb. Test is developed or planned to meet criteria, including testing at set stages, if required
2. Organise non-routine tests	<ul style="list-style-type: none">a. Requirements are confirmed, if necessaryb. Equipment and/or resources required to perform the tests are selected, obtained or organisedc. Preparation of equipment and/or resources is assessed for the testing process, where appropriated. Raw material, chemical mix or finished product is organised for testing against specified quality standards using prescribed testing procedures
3. Analyse results	<ul style="list-style-type: none">a. Results of the tests are collatedb. Analysis of the test results is conducted in accordance with enterprise procedures
4. Interpret and report results	<ul style="list-style-type: none">a. Analysis is interpreted to determine performance and acceptability for productionb. Reports are prepared in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves non-routine testing associated with the product and process development b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles c. Tests would normally relate to those associated with product or process development d. Competencies may involve relating to a range of testing and sampling procedures and equipment, including laboratory equipment e. Tests would relate to testing for viability and quality of: <ul style="list-style-type: none"> e.1. raw material/s e.2. chemical mix e.3. process stage/s e.4. finished product/s f. Organising the non-routine tests could include: <ul style="list-style-type: none"> f.1. establishing test criteria f.2. developing or planning the tests f.3. preparing relevant equipment, including laboratory equipment f.4. ensuring tests are conducted against specified quality standards f.5. liaising with specialist technicians g. Analysis of test results may relate to: <ul style="list-style-type: none"> g.1. collation of data g.2. evaluating information g.3. interpreting results g.4. determining performance g.5. assessing acceptability for production g.6. liaising with specialist technicians h. Manual handling for tests may include: <ul style="list-style-type: none"> h.1. skins h.2. hides h.3. leather h.4. equipment h.5. chemicals i. Reports may be: <ul style="list-style-type: none"> i.1. informal i.2. formal for presentation at meetings, etc. j. Data recording may include: <ul style="list-style-type: none"> j.1. keyboard j.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Dockets, tags or other identification b. Test equipment manufacturers' specifications and instructions c. Organisation work orders d. Regulatory and enterprise safety procedures e. Quality assurance manuals f. Organisational or external personnel g. Transfer documentation h. Test requests and data collected from tests i. Codes/symbols j. Quality and Australian standards and procedures k. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to planning and organising testing b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. establish criteria for tests a.2. develop/plan tests a.3. ensure tests are conducted against specified quality standards a.4. collate/analyse/interpret tests
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 a.3. product and process specifications a.4. the elements and principles of testing and how they can be used to assist in assessing the quality of raw materials/products a.5. characteristics of raw materials and their properties a.6. chemical mixes a.7. colour chemistry, where relevant a.8. safety and environmental aspects of relevant enterprise activities a.9. workplace procedures a.10. reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. assemble information b.2. select and use test equipment effectively, applying all relevant quality and safety procedures b.3. accurately record test results b.4. prepare samples b.5. communicate effectively within the workplace b.6. select, interpret and evaluate procedures or processes b.7. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated work situation, product or process development requirements, relevant 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. planning and selecting appropriate processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety precautions are applied a.6. assessing capability of equipment used, where relevant, and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. relevant guidelines relating to safe use of equipment, where applicable b.5. quality procedures (where existing) b.6. security procedures b.7. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPDHL-04A Contribute to the development of products or processes

Field: Product Development

This unit covers the range of skills required to contribute to developing products and/or processes within the enterprise. It includes conducting trials to establish conformance to requirements.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret provisional specifications	<ul style="list-style-type: none"> a. Provisional specifications are identified b. Specifications are interpreted, in consultation with others, where required
2. Participate in feasibility studies	<ul style="list-style-type: none"> a. Requirements for feasibility study are identified, in conjunction with others, as required b. Assistance is provided in studies to assess feasibility of design/development through sampling, trial run production, consideration of machine/equipment capabilities, availability of resources, required quality and cost
3. Assist in developing/engineering product	<ul style="list-style-type: none"> a. Product or process specifications are interpreted and/or preliminary specifications are developed from feasibility study b. Specifications are used to develop or engineer the product c. Raw materials are checked or selected to meet requirements d. Machine/equipment or skill availability are determined against requirements
4. Conduct trials	<ul style="list-style-type: none"> a. Requirements for trial are confirmed and clarified, where necessary, to establish procedures/parameters b. Organisation and liaison with production area occurs, where required c. Trials are assessed in accordance with the established procedures
5. Analyse and interpret results	<ul style="list-style-type: none"> a. Results of the trials are analysed to determine performance and acceptability for production b. Analysis is interpreted to determine performance and acceptability for production
6. Report results and maintain records	<ul style="list-style-type: none"> a. Reports are prepared in accordance with enterprise procedures and requirements b. Records are maintained, where required, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves activities contributing to development of products or processes within the enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is performed under some supervision, generally within a team environment d. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles c. Work responsibilities will vary in scope according to: <ul style="list-style-type: none"> c.1. size of the workplace c.2. range of designs/products c.3. specialisation in the workplace c.4. workplace quality standards d. Feasibility studies may be conducted through: <ul style="list-style-type: none"> d.1. sampling d.2. trial run production d.3. consideration of machine capabilities d.4. availability of resources d.5. required quality d.6. cost e. Conducting trials may relate to: <ul style="list-style-type: none"> e.1. confirmation/clarification of requirements e.2. liaison with production area e.3. allocating work e.4. reviewing/evaluating processes and products e.5. performing trials e.6. interpreting data e.7. analysing results f. Reports may be: <ul style="list-style-type: none"> f.1. informal f.2. formal for presentation at meetings, etc. g. Design systems may be used, where relevant, and could include: <ul style="list-style-type: none"> g.1. CAD g.2. manual 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. Product/process specifications b. Machine/equipment manufacturers specifications and instructions c. Production schedules d. Personnel skill information e. Procedures/policy for conducting feasibility studies f. Organisation work orders g. Regulatory and enterprise safety procedures h. Organisational or external personnel i. Quality and Australian standards and procedures j. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to development of products or processes b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. conduct feasibility studies a.2. interpret/develop specifications a.3. use specifications appropriately a.4. organise/conduct trials a.5. assess results of trials
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently.
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes a.3. product and process development procedures a.4. machine/equipment, resource and skill capabilities within the enterprise a.5. feasibility study procedures a.6. safety and environmental aspects of relevant enterprise activities a.7. workplace procedures a.8. reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. carry out sampling b.2. check/select raw materials b.3. interpret specifications b.4. establish availability of machines b.5. determine availability of required skills/personnel b.6. communicate effectively within the workplace b.7. select, interpret and evaluate procedures or processes b.8. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated work situation, product or process development requirements, relevant information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and selecting appropriate processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety precautions are applied a.6. assessing capability of equipment used, where relevant, and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. relevant guidelines relating to safe use of equipment, where applicable b.5. quality procedures (where existing) b.6. security procedures b.7. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPDHL-05A Participate in development of design concepts

Field: Product Development

This unit covers the skills required to assist with research and preparation in development of design concepts. It includes concepts related to enterprise or client initiated ideas or requests.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret design brief	<ul style="list-style-type: none"> a. Design parameters are clarified, in consultation with designer, sales team, management and/or client, where required b. A strategy plan and/or critical path plan is developed, when required c. Constraints are identified and taken into account when clarifying the brief
2. Research relevant information	<ul style="list-style-type: none"> a. Trends in materials/products, etc. are researched for performance, colour, care/maintenance requirements and suitability to project or design b. Global and local trends, and new technology are researched, where appropriate c. Client priorities are clarified, including cost, performance, aesthetics and availability d. Technical requirements associated with production are assessed, within specified guidelines e. Any additional expertise required for the project is identified
3. Contribute to design concepts	<ul style="list-style-type: none"> a. Preliminary concepts are worked out in conjunction with others, to identify possibilities b. Design concept is developed through materials, properties and in consideration of the applications c. Ideas are contributed and discussed with team members d. Relevant support materials and explanations are developed and refined in conjunction with members of the design team
4. Contribute to the presentation of design/product	<ul style="list-style-type: none"> a. Roles of self and others for the presentation meeting are determined b. Presentation of design or product is assessed in a manner which promotes the design's acceptance/approval
5. Maintain records	<ul style="list-style-type: none"> a. Records are maintained in accordance with enterprise procedures b. Reports are prepared, where necessary, in accordance with enterprise procedures and requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves assisting in the research and development of design concepts for hide, skin and leather products b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is performed under some supervision, generally within a team environment d. 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 controlled or open environments b. Competencies may relate to: <ul style="list-style-type: none"> b.1. enterprise requirements b.2. client initiated ideas or requests c. Applications may involve: <ul style="list-style-type: none"> c.1. original ideas c.2. adaptations of concepts c.3. analysis of products d. Contexts may relate to: <ul style="list-style-type: none"> d.1. small and/or large production runs e. Trends in products/materials may be researched for: <ul style="list-style-type: none"> e.1. performance e.2. colour/finish e.3. care/maintenance requirements e.4. suitability to project or design e.5. technical requirements f. Client requirements to be established or clarified may include: <ul style="list-style-type: none"> f.1. cost f.2. performance f.3. aesthetics f.4. availability g. Design concepts may be developed through: <ul style="list-style-type: none"> g.1. colours/finishes g.2. materials and their properties g.3. consideration of the application h. Extent and nature of product design will depend on the products and organisational structure within the enterprise i. Size and work organisation within the enterprise will also determine the range of interaction with other areas/departments, including: <ul style="list-style-type: none"> i.1. production i.2. marketing/sales i.3. management i.4. customer/client j. Design systems may be used, where relevant, and could include: <ul style="list-style-type: none"> j.1. CAD j.2. manual k. Data recording may include: <ul style="list-style-type: none"> k.1. keyboard k.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Research data, including industry, local and global information b. Specialist research/design sources c. Organisation work orders/design briefs d. Regulatory and enterprise safety procedures e. Organisational or external personnel f. Quality and Australian standards and procedures g. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to development of design concepts 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. Reporting actions include verbal and written communication in accordance with organisational policies and procedures d. Communication may be oral, written or visual and can include simple data e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary f. 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. research trends a.2. develop a strategy plan/critical path plan a.3. assess technical requirements a.4. participate in development of design concepts a.5. communicate effectively with design team, customers, etc.
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, copyright obligations, policies and procedures a.2. industry and product processes and equipment a.3. the elements and principles of design and how they can be used to create good design/products in the industry a.4. the industry, global and local trends, and research sources a.5. colour/colour mix and interpretation, where applicable a.6. product finishes, where applicable a.7. fibres, raw materials and their properties and characteristics a.8. safety and environmental aspects of relevant enterprise activities a.9. workplace procedures a.10. reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. provide effective assistance with the development of design concepts b.2. use, where appropriate, CAD systems, graphics, modelling, imaging or other means to conceptualise the design/product b.3. assemble information b.4. communicate effectively within the workplace b.5. select, interpret and evaluate procedures or processes b.6. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated work situation, design requirements, relevant information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and selecting appropriate processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety precautions are applied a.6. assessing capability of equipment used, where relevant, and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. relevant guidelines relating to safe use of equipment, where applicable b.5. quality procedures (where existing) b.6. security procedures b.7. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPDHL-06A Manage product development projects

Field: Product Development

This unit covers the range of skills required to monitor and manage product development projects within the enterprise. It includes assessing and evaluating the final product.

ELEMENT	PERFORMANCE CRITERIA
1. Define project parameters	<ul style="list-style-type: none"> a. Product requirements, time-lines and budget are identified and confirmed b. Project parameters are clarified c. Details are documented in accordance with enterprise procedures
2. Prepare time-line/critical path	<ul style="list-style-type: none"> a. Project steps for achievement of outcome are determined b. Time constraints/key completion dates are identified and correlated with project steps c. Documentation is prepared in accordance with enterprise procedures
3. Select and brief team	<ul style="list-style-type: none"> a. Appropriate personnel are selected for the product development project team b. Tasks are appropriately allocated according to the available expertise and requirements of the project c. Information relating to standards, constraints, preferred processes, designs and techniques is conveyed to the team d. Relevant technical, monitoring and reporting procedures are established
4. Monitor progress	<ul style="list-style-type: none"> a. Communication occurs with all parties to ensure obligations, quality, time-lines, budget and technical constraints are met b. Any problems or revisions are identified and action taken as required, in accordance with enterprise procedures c. Records or reports are reviewed or prepared in accordance with enterprise procedures
5. Evaluate final product	<ul style="list-style-type: none"> a. Information on the development process is assembled and evaluated b. Product outcome is assessed against development/preliminary specifications, in consultation with others c. Significant results are identified, in consultation with others where necessary, and used to draft plans for future action
6. Cost outcome	<ul style="list-style-type: none"> a. Development costs are monitored in accordance with enterprise requirements b. Product costs are determined in consultation with others
7. Liaise with production team	<ul style="list-style-type: none"> a. Liaison is maintained with production team to facilitate product development and confirm feasibility of outcome

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under limited guidance in line with a broad plan or strategy b. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes 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. Product development projects may be ideas or requests initiated by: <ul style="list-style-type: none"> a.1. client a.2. enterprise b. Project parameters include: <ul style="list-style-type: none"> b.1. product requirements b.2. time-lines b.3. budget b.4. constraints (technical and budgetary) b.5. standards b.6. preferred processes c. Development may involve application associated with: <ul style="list-style-type: none"> c.1. original ideas c.2. adaption of concepts c.3. analysis of products d. Contexts may be related to: <ul style="list-style-type: none"> d.1. small production runs d.2. large production runs e. Activities may include: <ul style="list-style-type: none"> e.1. project team selection e.2. work allocation e.3. monitoring development e.4. reviewing/evaluating process e.5. costing procedures f. Liaison could include: <ul style="list-style-type: none"> f.1. relevant personnel f.2. client f.3. other functional areas 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. Market research data/information/sources b. Product/process specifications c. Machine/equipment manufacturers specifications and instructions d. Production schedules e. Financial and budgetary documentation f. Organisation work orders g. Regulatory and enterprise safety procedures h. Organisational or external personnel i. Quality and Australian standards and procedures j. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to product development 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. Reporting actions include verbal and written communication in accordance with organisational policies and procedures d. Communication may be oral, written or visual and can include simple data e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary f. 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. clarify parameters of project and establish project steps a.2. select appropriate personnel and allocate work a.3. ensure progress meets requirements a.4. assess final outcome against specifications a.5. establish costs
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, copyright obligations, policies and procedures a.2. production processes and industry products/processes a.3. links across the industry; the industry, global and local trends; and research sources a.4. hides, skins and leather, raw materials and their properties, characteristics and finishes a.5. machine/equipment, resource and skill capabilities within the enterprise a.6. costing, recording and reporting processes as they apply in the enterprise a.7. safety and environmental aspects of relevant enterprise activities a.8. workplace procedures and reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. perform the tasks and responsibility requirements of product development management b.2. monitor progress and deal with problems/revisions b.3. assess raw material and product for their properties/characteristics in relation to problems or design options b.4. identify constraints b.5. determine/recommend options b.6. communicate effectively within the workplace b.7. establish, analyse and/or interpret procedures, where required b.8. determine report requirements and present information
4. Resource implications	a. Access to real or appropriately simulated work situation, product development requirements, relevant 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. applying significant judgement in planning technical or supervisory activities related to products, services and operations a.2. dealing with contingencies a.3. monitoring and completing tasks a.4. establishing procedures for improvements a.5. managing a safe workplace a.6. assessing capability of equipment used, where relevant, and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. relevant guidelines relating to safe use of equipment, where applicable b.5. quality procedures (where existing) b.6. security procedures b.7. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPDHL-07A Research and evaluate processes and products**Field: Product Development****This unit covers the range of skills required to effectively research and evaluate new processes and products. It includes strategic planning and presentation of reports.**

ELEMENT	PERFORMANCE CRITERIA
1. Research global trends	<ul style="list-style-type: none">a. Global trends are researched and/or forecast in relation to processes and productsb. Developments in technology are investigated to ensure all possibilities are considered
2. Identify manufacturing capabilities or implications	<ul style="list-style-type: none">a. Manufacturing capabilities are defined in consultation with relevant personnel on issues such as human resources, materials, financial restraints, equipment capabilities, time-lines and efficiencyb. Options or requirements for utilisation of external resources to undertake part of the work is determined when defining production capabilities
3. Contribute to strategic planning	<ul style="list-style-type: none">a. Parameters are clarified, in consultation with production development, sales/marketing team, management and/or client, where requiredb. A strategy plan and/or critical path plan is developed, when necessaryc. Constraints are identified and taken into account when formulating the strategic plan
4. Prepare reports and presentations	<ul style="list-style-type: none">a. Relevant information is identified and compiledb. Data is checked for accuracy and relevance, when requiredc. Reports and/or presentations are prepared 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 researching and evaluating new processes and products within the enterprise b. Work is performed under limited guidance in line with a broad plan or strategy c. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes d. 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 responsibilities will vary in scope according to: <ul style="list-style-type: none"> a.1. size of the workplace a.2. range of products a.3. specialisation in the workplace a.4. workplace quality standards b. Researching trends includes: <ul style="list-style-type: none"> b.1. global design trends b.2. forecasting b.3. developments in technology c. Manufacturing capabilities may refer to: <ul style="list-style-type: none"> c.1. materials c.2. equipment c.3. human resources c.4. financial restraints c.5. time-lines c.6. efficiency c.7. production priorities d. Strategic planning would include consultation with a range of individuals/departments, including: <ul style="list-style-type: none"> d.1. production d.2. product development d.3. sales/marketing team d.4. management d.5. client e. Reports may be: <ul style="list-style-type: none"> e.1. informal e.2. formal for presentation at meetings, etc. f. Data recording may include: <ul style="list-style-type: none"> f.1. keyboard f.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Market research data/information/sources b. Product/process specifications c. Machine/equipment manufacturers specifications and instructions d. Production schedules e. Personnel skill information f. Financial and budgetary documentation g. Organisation work orders h. Regulatory and enterprise safety procedures i. Organisational or external personnel j. Quality and Australian standards and procedures k. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to development of products or 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. Reporting actions include verbal and written communication in accordance with organisational policies and procedures d. Communication may be oral, written or visual and can include simple data e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary f. 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. research/forecast trends a.2. define manufacturing capabilities/implications a.3. develop strategy plan/critical path plan a.4. prepare reports/presentations
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, copyright obligations, policies and procedures a.2. industry and product processes a.3. product and process development procedures a.4. machine/equipment, resource and skill capabilities within the enterprise a.5. links across the industry, global and local trends a.6. research sources a.7. safety and environmental aspects of relevant enterprise activities a.8. workplace procedures a.9. reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. effectively evaluate processes and products b.2. identify constraints b.3. determine/recommend options b.4. interpret specifications b.5. establish availability of resources b.6. communicate effectively within the workplace b.7. establish, analyse and/or interpret procedures, where required b.8. determine report requirements and present information
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated work situation, product or process development requirements, relevant 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. applying significant judgement in planning technical or supervisory activities related to products, services and operations a.2. dealing with contingencies a.3. monitoring and completing tasks a.4. establishing procedures for improvements a.5. managing a safe workplace a.6. assessing capability of equipment used, where relevant, and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. relevant guidelines relating to safe use of equipment, where applicable b.5. quality procedures (where existing) b.6. security procedures b.7. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPDHL-08A Develop design concepts

Field: Product Development

This unit covers the range of skills required to develop design and/or product concepts within specified guidelines. It includes conducting studies to test design feasibility.

ELEMENT	PERFORMANCE CRITERIA
1. Research trends	a. Trends in materials/products, characteristics/properties, colours, etc. are researched and relevant information relating to the design project is obtained, including availability of materials b. Ideas are contributed and discussed with team members
2. Generate concepts	a. Concepts are developed to identify the range of possibilities, in consultation with others b. Where relevant, a range of themes is prepared related to materials and products
3. Select concepts	a. Ideas are discussed and modified in consultation with other design team members b. Appropriate concepts are selected for development in consultation with others
4. Test design feasibility	a. Studies to assess feasibility of design are performed through sampling, trial run production, consideration of machine capabilities, availability of resources, required quality and cost b. All processes are tested to ensure final product will accurately reflect design brief
5. Ensure production specifications are prepared	a. Requirements for specifications are confirmed and/or approved in the appropriate format b. Specification details are established and confirmed, including quality standards, in accordance with enterprise procedures c. Preparation of production specifications in the appropriate format is organised

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the development of design concepts for hide, skin and leather products b. Work is performed under limited guidance in line with a broad plan or strategy c. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes d. 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. Design concepts may be ideas or requests initiated by: <ul style="list-style-type: none"> a.1. client a.2. enterprise b. Designs may involve application associated with: <ul style="list-style-type: none"> b.1. original ideas b.2. adaption of concepts b.3. analysis of products c. Contexts may be related to: <ul style="list-style-type: none"> c.1. small production runs c.2. large production runs d. Activities may include: <ul style="list-style-type: none"> d.1. researching design trends and development d.2. generating and presenting ideas d.3. liaison with client and/or other functional areas d.4. conducting feasibility studies d.5. compiling information and preparing specifications e. Researching trends includes: <ul style="list-style-type: none"> e.1. materials/products e.2. characteristics/properties e.3. availability e.4. colour/finish f. Feasibility studies may be conducted by: <ul style="list-style-type: none"> f.1. sampling f.2. trial run production f.3. consideration of machine capabilities f.4. availability of resources f.5. quality f.6. cost and/or restraints g. Design system may be used, where relevant, and could include: <ul style="list-style-type: none"> g.1. manual g.2. CAD 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. Market research data/information/sources b. Product/process specifications c. Machine/equipment manufacturers specifications and instructions d. Production schedules e. Financial and budgetary documentation f. Organisation work orders g. Regulatory and enterprise safety procedures h. Organisational or external personnel i. Quality and Australian standards and procedures j. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to development of design concepts 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. Reporting actions include verbal and written communication in accordance with organisational policies and procedures d. Communication may be oral, written or visual and can include simple data e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary f. 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. research trends a.2. develop and select concepts for design a.3. assess and test feasibility a.4. establish specifications
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, copyright obligations, policies and procedures a.2. industry and product processes a.3. the elements and principles of design and how they can be used to create good design a.4. the industry, global and local trends a.5. research sources a.6. hides, skins and leather, raw materials and their properties, characteristics and finishes a.7. machine/equipment, resource and skill capabilities within the enterprise a.8. safety and environmental aspects of relevant enterprise activities a.9. workplace procedures a.10. reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. effectively research and develop design concepts to production stage b.2. apply concepts of product finishes b.3. conduct feasibility studies b.4. identify constraints b.5. communicate effectively within the workplace b.6. establish, analyse and/or interpret procedures, where required b.7. determine report requirements and present information
4. Resource implications	a. Access to real or appropriately simulated work situation, product or process development requirements, relevant 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. applying significant judgement in planning technical or supervisory activities related to products, services and operations a.2. dealing with contingencies a.3. monitoring and completing tasks a.4. establishing procedures for improvements a.5. managing a safe workplace a.6. assessing capability of equipment used, where relevant, and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. relevant guidelines relating to safe use of equipment, where applicable b.5. quality procedures (where existing) b.6. security procedures b.7. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRGN-04A Coordinate production

Field: Production

This unit covers the skills and knowledge required to participate in production planning 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 requirements in accordance with enterprise procedures c. Quality standards and safe work practices are checked to ensure compliance
2. Implement requirements for efficient production	a. Requirements for efficient production are implemented in accordance with enterprise procedures
3. 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
4. Implement improvements to production efficiency	a. Opportunities for corrective or preventative action are identified using outcomes of monitoring activity or feedback from production staff b. Corrective or preventative action is recommended and implemented where appropriate c. Changes are communicated to relevant personnel in a logical and easily understood manner d. Changes are monitored to confirm improvement to production efficiency
5. Maintain records	a. Production coordination and monitoring records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves coordination of production in a TCF enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions c. TCF production areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. The competencies may apply to daily or production run applications. It includes repetitive production runs, short runs and quick changes e. The competencies are applied under broad guidance f. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions g. The competencies are used independently within routine and non-routine situations h. Organisation systems may include: <ul style="list-style-type: none"> h.1. JIT h.2. VAM h.3. quick response h.4. quality circles h.5. team processes h.6. benchmarking i. Formal meeting situations or informal information exchange may occur between relevant personnel j. Exposure may occur to chemicals, dangerous or other hazardous substances k. Data recording may involve use of keyboard or manual recording applications l. Interaction may occur with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production orders b. Machine/equipment manufacturers' specifications and instructions c. Organisation work orders d. Production and planning policies and other documentation e. Organisational or external personnel f. Work scheduling documentation g. Job procedures h. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to coordination of production in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. organise processes for production a.2. ensure production meets efficiency standards a.3. check compliance meets specified requirements a.4. deal with inefficiencies a.5. monitor production changes a.6. monitor application of workplace health and safety policies in production operations a.7. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. production control and efficiency processes a.2. quality assurance processes a.3. production processes a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures and reporting processes a.6. relevant OH&S legislation, regulatory requirements and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret and use data from a range of sources b.2. make recommendations b.3. communicate effectively within the workplace b.4. select, interpret and apply procedures or processes b.5. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated production situations in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. coordinating production processes a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPRGN-05A Participate in product engineering

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Identify and confirm specifications	<ul style="list-style-type: none"> a. Sample material or product is examined to confirm structure b. Detail of structure or composition is documented, where required, to assist in production planning
2. Identify options for production	<ul style="list-style-type: none"> a. Evaluation of material or product structure is conducted to identify options for production b. Options are assessed to determine most effective/efficient method of production, ensuring highest quality and yield from raw materials, and ease of production c. Options and recommendations are documented in accordance with enterprise procedures
3. Identify potential machine or production changes	<ul style="list-style-type: none"> a. Existing resources, machines, production techniques and scheduling arrangements are examined in relation to the production requirements b. Any potential requirements for change are identified and documented in accordance with enterprise procedures
4. Prepare cost estimates	<ul style="list-style-type: none"> a. Material requirements and economic batch sizes are identified b. Labour hours, times and other statistics required are identified and estimates made c. Available machine hours are determined and estimates made, where required d. Overall costs are estimated and documented in accordance with enterprise procedures
5. Maintain records	<ul style="list-style-type: none"> a. Production planning records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves participation in product engineering in a TCF enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions c. The competencies apply to the range of activities associated with participation in product engineering as they relate to the enterprise d. TCF production areas may include: <ul style="list-style-type: none"> d.1. textile production d.2. clothing production d.3. footwear production d.4. early stage wool processing d.5. cotton ginning d.6. hide/skin/leather production d.7. headwear production and millinery d.8. canvas and sails production d.9. laundry operations d.10. dry cleaning operations e. Product engineering may occur in relation to repetitive production runs, short runs and quick changes f. Product engineering can relate to: <ul style="list-style-type: none"> f.1. fabrics f.2. fibres f.3. yarns f.4. design varieties f.5. weaves f.6. dyes f.7. finishes, etc. g. Organisation systems may include: <ul style="list-style-type: none"> g.1. JIT g.2. VAM g.3. quick response g.4. quality circles g.5. team processes g.6. benchmarking h. Written bill of labour, order of work or plant sample may be used for cost estimating i. Calculations may be assessed by manual or computerised systems j. The competencies are applied under broad guidance k. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions l. The competencies are used independently within routine and non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production orders b. Machine/equipment manufacturers' specifications and instructions c. Organisation work orders d. Production and planning policies and other documentation e. Organisational or external personnel f. Work scheduling documentation g. Job procedures h. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to product engineering in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. confirm specifications a.2. assess options for method of production a.3. establish potential machine/production changes a.4. estimate costs a.5. apply workplace health and safety policies in production operations a.6. maintain accurate records
2. Interdependent assessment of units	<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. machines and their capabilities a.2. quality assurance processes, production processes and software a.3. products produced by the enterprise and material/fabric structure (techniques) a.4. work and workplace organisation systems a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures and reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. determine structure/composition of material or product b.2. make calculations, interpret and use data from various sources b.3. communicate effectively within the workplace b.4. select, interpret and apply procedures or processes b.5. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated product engineering situations in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and selecting appropriate processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPRGN-06A Contribute to production planning

Field: Production

This unit covers the skills and knowledge required to contribute to planning for efficient and effective production.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret production requirements	<ul style="list-style-type: none"> a. Projected requirements regarding stock supplies, product quantities, quality and delivery schedules are identified and interpreted b. Information related to the sales/market forecast, specifications and supporting data is compiled for inclusion into overall plan
2. Gather production information	<ul style="list-style-type: none"> a. Information relating to production capacity is obtained and/or confirmed b. Details of production line requirements regarding batch/run sizes and other relevant information are identified and assembled for use in production plan preparation c. Plan for production is placed on appropriate time scale to ensure that goods match schedule d. Resources, supply requirements, availability of machines and personnel is identified and/or confirmed
3. Participate in planning meetings	<ul style="list-style-type: none"> a. Specific requirements for the meeting are confirmed b. Production data and other planning information is collated, prepared and presented, where required c. Information is conveyed appropriately in accordance with meeting procedures d. Comments are contributed and appropriate input is provided to ensure relevant information is included in overall plan e. Agreement on the plan is sought and confirmed in accordance with enterprise procedures f. Plan is documented in accordance with workplace procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves contributing to planning for efficient and effective production within a TCF enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions c. TCF production areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Operations may cover various time scales to reflect seasonal planning e. Production planning may relate to: <ul style="list-style-type: none"> e.1. establishing an overall plan for manufacture/product delivery e.2. repetitive production runs e.3. short runs e.4. quick changes e.5. a diversity of styles e.6. indent orders e.7. stock services replenishment f. Working with organisation systems including, but not limited to: <ul style="list-style-type: none"> f.1. JIT f.2. VAM f.3. quick response f.4. quality circles f.5. team processes f.6. benchmarking g. Consultation with suppliers and manufacturers h. Formal meeting situations or informal information exchange between relevant personnel i. Exposure to chemicals, dangerous or other hazardous substances j. Data recording, either using keyboard or manual recording applications k. Interaction/interface with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer specifications b. Machine/equipment manufacturers' specifications and instructions c. Organisation work orders d. Production and planning policies and other documentation e. Organisational or external personnel f. Work scheduling documentation g. Job procedures h. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to production planning b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. determine options for production a.2. define most appropriate construction sequence a.3. identify resource, production, scheduling requirements a.4. compile information for estimating costs a.5. work with others to establish production plan
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. Production processes and machines a.3. suppliers and their capabilities a.4. enterprise products a.5. basic construction of item/article to be produced a.6. production, planning and forecasting software a.7. quality requirements a.8. safety and environmental aspects of relevant organisation processes a.9. maintenance planning and workplace procedures a.10. workplace procedures a.11. reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret and use data from a range of sources b.2. identify contingencies b.3. ensure effectiveness and efficiency of production b.4. apply all relevant quality and safety practices b.5. communicate effectively within the workplace b.6. select, interpret and apply procedures or processes b.7. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated production planning situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and selecting appropriate processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPRGN-07A Plan production

Field: Production

This unit covers the skills and knowledge required to plan the overall requirements of production in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Establish production requirements	<ul style="list-style-type: none"> a. Data from the sales/market forecast is interpreted for inclusion in the production plan b. Specifications and supporting data are analysed c. Projected requirements regarding product quantity, quality, raw material and performance characteristics are established d. Production capacity of machines and personnel is determined and/or confirmed e. Resources required, including raw material supply requirements for the production line, are identified
2. Prepare production plan	<ul style="list-style-type: none"> a. Information and details to include in the production plan are assembled and confirmed, where necessary b. Inefficiencies and constraints are considered and potential improvements or variations to the plan are identified, where applicable c. Production plan is prepared in accordance with enterprise procedures
3. Monitor and coordinate variations to plan	<ul style="list-style-type: none"> a. Production plan is monitored to ensure efficient and effective production performance and any variations required are identified b. Plans are modified, where necessary, to reflect out of stock and overstock situations, machine and human resource requirements or variations c. Implementation of plan variations is coordinated to ensure compliance with instructions/specifications
4. Maintain records	<ul style="list-style-type: none"> a. Production planning records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves planning of production in a TCF enterprise b. Significant judgement is required in planning, technical or supervisory activities related to products, operations or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies apply to the range of activities associated with production planning as they relate to the enterprise c. TCF production areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. The competencies will relate to the interface between sales/marketing, purchasing and production areas and may involve dealing with the unpredictability of variables, such as: <ul style="list-style-type: none"> d.1. sales d.2. raw material d.3. machinery availability d.4. operator availability d.5. quality variations e. Production planning may include the establishment of an overall plan for manufacture/product delivery in conjunction with marketing/merchandising area f. Production operations may include: <ul style="list-style-type: none"> f.1. repetitive production runs f.2. short runs f.3. quick changes f.4. indent orders f.5. stock services replenishment g. Workplace organisation systems may include: <ul style="list-style-type: none"> g.1. JIT g.2. VAM g.3. quick response g.4. quality circles g.5. team processes g.6. benchmarking h. The competencies are applied under limited guidance in line with a broad plan, budget or strategy i. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills j. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production orders b. Machine/equipment manufacturers' specifications and instructions c. Organisation work orders d. Production and planning policies and other documentation e. Organisational or external personnel f. Work scheduling documentation g. Job procedures h. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to production planning in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. interpret/analyse data for production planning a.2. develop plan for production a.3. monitor efficiency of production plan a.4. ensure plan variations are implemented appropriately a.5. apply workplace health and safety policies in production operations a.6. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. production processes, products, machines, planning and forecasting software a.2. work and workplace organisation systems a.3. suppliers, their capabilities and customer requirements a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures and reporting/recording processes a.6. relevant regulatory requirements and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. organise and plan activities b.2. interpret work orders and production specifications b.3. interpret and use data from a range sources to identify contingencies b.4. apply advanced time management skills both in relation to self and in the direction of others b.5. communicate effectively within the workplace, including liaising with other departments b.6. establish or interpret procedures, where required b.7. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated production planning situations in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and selecting appropriate processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves participation in managing production in a TCF enterprise b. Significant judgement is required in planning, technical or supervisory activities related to operations or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies apply to the range of activities associated with managing production c. TCF production areas which may be managed may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Responsibilities will vary dependent on enterprise size and internal work organisation e. Workplace organisation systems may include: <ul style="list-style-type: none"> e.1. JIT e.2. VAM e.3. quick response e.4. quality circles e.5. team processes e.6. benchmarking f. The competencies are applied under limited guidance in line with a broad plan, budget or strategy g. Production scheduling and performance reports may be in electronic and hard copy format and may include: <ul style="list-style-type: none"> g.1. text g.2. tables of numeric data g.3. graphics, charts and graphs h. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills i. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production schedules b. Production performance reports c. Production and planning policies and other documentation d. Organisational or external personnel e. Work scheduling documentation f. Job procedures g. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to production management in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. interpret/analyse data for production planning a.2. review production scheduling and performance a.3. monitor efficiency of production a.4. resolve production problems a.5. ensure variations/modifications are implemented appropriately a.6. ensure workplace health and safety policies are applied in production operations a.7. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. management/production processes, machines and production software a.2. work and workplace organisation systems a.3. enterprise products and material/fabric structure a.4. workflow control techniques and methods to resolve associated workflow problems a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures and reporting/recording processes a.7. relevant regulatory requirements and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. assess effectiveness/efficiency of production scheduling b.2. resolve workflow problems b.3. communicate effectively within the workplace, including liaising with other departments b.4. present management reports b.5. establish or interpret procedures, where required b.6. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated production management situations in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on production specifications, production performance, 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. managing people, processes or procedures a.2. identifying contingencies a.3. completing management tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPRGN-14A Provide global operations support

Field: Production

This unit covers the skills and knowledge required to provide support to local and international production and/or marketing operations in a TCF enterprise operating in local, national and/or global contexts.

ELEMENT	PERFORMANCE CRITERIA
1. Identify requirements for efficient global production/marketing	<ul style="list-style-type: none"> a. Information on global markets and/or global production operations is gathered and analysed in accordance with workplace procedures b. Sourcing of equipment, materials and staffing are investigated in consultation with overseas contacts c. Quality standards and safe work practices are checked to ensure compliance d. Recommendations are made on production/marketing requirements in accordance with enterprise procedures e. Machine operations, staff and production processes needed for off-shore operations are organised on collaboration with overseas contacts to meet production requirements
2. Implement requirements for efficient global production	<ul style="list-style-type: none"> a. Requirements for efficient global production are identified and specified in collaboration with Australian and overseas contacts b. Specifications for global production are implemented in accordance with enterprise procedures
3. Monitor global production operations	<ul style="list-style-type: none"> a. Compliance of global production operations with specified requirements is checked in collaboration with overseas contacts b. Non-compliance is identified, reported or recorded and investigated to determine causes
4. Assist in the implementation of improvements to global production operations	<ul style="list-style-type: none"> a. Opportunities for corrective or preventative action to improve global production are identified using outcomes of monitoring activity or feedback from overseas production staff b. Corrective or preventative action is recommended and implemented where appropriate c. Changes are communicated to relevant personnel in a logical and easily understood manner d. Changes are monitored to confirm improvement to production efficiency
5. Interpret global marketing data	<ul style="list-style-type: none"> a. Outcomes of research and analysis of global marketing data is interpreted and recommendations are made on global marketing opportunities and strategies b. Reports on marketing opportunities and strategies are prepared and presented to relevant persons in the enterprise
6. Assist in the implementation of improvements to global marketing operations	<ul style="list-style-type: none"> a. Assistance is provided to marketing managers in Australia and overseas in the implementation of enterprise global marketing strategies and policies b. Feedback on marketing performance is reviewed in accordance with enterprise procedures c. Opportunities for improvements in global marketing strategies are identified in collaboration with others and recommendations made to relevant enterprise personnel d. Approved improvements to global marketing strategies are implemented in accordance with enterprise requirements
7. Maintain records	<ul style="list-style-type: none"> a. Global production/marketing coordination and monitoring records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves support to global production and/or marketing operations in a TCF enterprise operating in local, national and/or global contexts b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions c. TCF production areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Production operations may include: <ul style="list-style-type: none"> d.1. local production d.2. interstate coordinated production d.3. global production arrangements e. Markets for products and services may be general or segmented and may include: <ul style="list-style-type: none"> e.1. local markets e.2. national markets e.3. global markets f. The competencies may apply to daily or production run applications. It includes repetitive production runs, short runs and quick changes g. The competencies are applied under broad guidance h. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions i. The competencies are used independently within routine and non-routine situations j. Organisation systems may include: <ul style="list-style-type: none"> j.1. JIT j.2. VAM j.3. quick response j.4. quality circles j.5. team processes j.6. benchmarking k. Formal meeting situations or informal information exchange may occur between relevant personnel l. Exposure may occur to chemicals, dangerous or other hazardous substances m. Data recording may involve use of keyboard or manual recording applications n. Interaction may occur with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production orders b. Import/export regulations and related documentation c. Overseas production operations specifications/reports d. Overseas market research reports e. Reports on overseas production costs, times, quality, and reliability f. Documentation on the sources of materials equipment for global operations g. Machine/equipment manufacturers' specifications and instructions h. Organisation work orders i. Global production, marketing and planning policies and related documentation j. Organisational or external personnel k. Work scheduling documentation l. Job procedures m. Work instructions

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

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"> assist in the organisation of processes for global production and/or marketing ensure global production and/or marketing meets enterprise standards check compliance meets specified requirements deal with inefficiencies and errors monitor production changes liaise with off-shore contacts on production/marketing matters monitor application of workplace health and safety policies in production 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
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> production control and efficiency processes quality assurance processes production processes safety and environmental aspects of relevant enterprise activities workplace procedures and reporting processes international regulations, pricing structures, import/export factors, production times, quality assurance factors and production/marketing arrangements (where appropriate) relevant OH&S legislation, regulatory requirements and codes of practice b. Underpinning skills to: <ol style="list-style-type: none"> interpret and use data from a range of sources make recommendations communicate effectively with others in Australia and overseas select, interpret and apply production/marketing procedures or processes prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated global production and/or marketing operations in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> coordinating production/marketing processes identifying contingencies completing tasks identifying and implementing improvements ensuring safety standards are followed 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 c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

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

Field: Engineering and Maintenance

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

ELEMENT	PERFORMANCE CRITERIA
1. Analyse machine and/or product requirements or specifications	<ul style="list-style-type: none">a. Machine requirements and/or limitations are determined relative to specified outcomesb. Occupational health and safety factors, associated with machine specification changes, are establishedc. Pattern or product specifications are analysed to determine production parameters
2. Customise or modify machine	<ul style="list-style-type: none">a. Modification requirements are established and approved, where required, to meet specified outcomesb. Modifications or adaptations are assessed in accordance with relevant procedures and specificationsc. Machine modifications are evaluated and results confirmed against requirements
3. Maintain records	<ul style="list-style-type: none">a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

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

Evidence Guide

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

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

LMTEMGN-04A Implement condition monitoring processes

Field: Engineering and Maintenance

This unit covers the skills and knowledge required to develop and implement strategies for the condition monitoring of machines and equipment used in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Identify scope of monitoring	<ul style="list-style-type: none"> a. Scope of condition monitoring processes are identified as part of preventative maintenance or total maintenance program b. Principles and methods of equipment condition monitoring are identified and appropriate technique is selected
2. Establish schedules and procedures for monitoring	<ul style="list-style-type: none"> a. Condition monitoring schedule is prepared in accordance with manufacturer's specifications and enterprise procedures b. Procedures required for condition monitoring of equipment are established and all checks undertaken in accordance with safety requirements and manufacturer's specifications c. Documentation is prepared according to enterprise procedures
3. Monitor and interpret data	<ul style="list-style-type: none"> a. Data is examined, analysed and results are plotted b. Any necessary calculations/computations are undertaken c. Appropriate reports/determinations of analyses are prepared to meet prescribed procedures
4. Recommend maintenance strategy	<ul style="list-style-type: none"> a. Recommendations for maintenance are developed based on previous history, results, specifications and legislative requirements b. Report containing recommendations is prepared and forwarded to relevant personnel in accordance with enterprise procedures
5. Maintain records	<ul style="list-style-type: none"> a. Records are maintained of analyses and recommended strategies in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Competence must be demonstrated in the development and implementation of strategies for the condition monitoring of machines and equipment used in a TCF enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies apply to workplace activities associated with implementation of the principles and methods of equipment condition monitoring on equipment/machines in a TCF enterprise c. Work applies where specialist monitoring activities are undertaken as part of a preventative maintenance or total productive maintenance plan or program. It would involve individual and/or team related activities d. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise e. Monitoring techniques could include: <ul style="list-style-type: none"> e.1. built in systems (software and site displays) e.2. vibration monitors e.3. infra red and ultra violet non-destructive testing f. Monitoring would be undertaken in situ or in the maintenance workshop environment g. Readings may include: <ul style="list-style-type: none"> g.1. monitoring equipment limitations g.2. monitoring site specifications h. Results of the readings would be recorded/plotted, analysed and recommendations made in accordance with specified procedures i. The competencies are applied under broad guidance j. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions k. The competencies are used independently within routine and non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work instructions b. Manufacturer's specifications and instructions c. Organisation work procedures and specifications d. Organisational or external personnel e. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the development and implementation of strategies for the condition monitoring of machines and equipment used in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environmental legislation and regulations

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. use appropriate techniques to determine scope of required condition monitoring a.2. prepare condition monitoring schedules a.3. establish condition monitoring procedures a.4. analyse data and plot results a.5. develop recommended strategies for maintenance a.6. apply workplace health and safety policies in work operations a.7. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. maintenance requirements of equipment and scheduling procedures a.2. preventative maintenance principles and standard practice a.3. the principles and methods of equipment condition monitoring a.4. relevant standards a.5. condition monitoring analysis techniques a.6. safety and environmental aspects of relevant enterprise activities a.7. workplace procedures a.8. reporting processes a.9. relevant OH&S legislation, regulatory requirements and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. perform calculations b.2. prepare reports b.3. communicate effectively with individuals, work groups and supervisors b.4. plotting results of data analysis b.5. select, interpret and apply procedures and processes b.6. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the development and implementation of strategies for the condition monitoring of machines and equipment used in a TCF enterprise b. This includes real or simulated work areas, materials, equipment, and information on work specifications, manufacturer's instructions, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising work a.2. analysing and plotting data a.3. completing tasks 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 (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTEMGN-05A Evaluate equipment and systems

Field: Engineering and Maintenance

This unit covers the skills and knowledge required to evaluate equipment and systems in terms of their potential application for specific requirements in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Determine production requirements	a. Steps required for production processes are identified and flow charts produced, where necessary b. Tooling, machinery and/or equipment requirements for production are ascertained and documented
2. Gather data and specifications	a. Equipment requirements are determined and potential equipment/systems are identified b. Appropriate data on equipment and systems and their performance is obtained and compiled c. Equipment and systems specifications are identified and interpreted
3. Evaluate equipment or system against requirements	a. Equipment or system options are determined in consultation with relevant personnel from both the enterprise and the manufacturers of the equipment or systems b. Equipment or system options are evaluated against the requirements of the enterprise
4. Prepare report and recommendations	a. Recommendations are developed to meet requirements of the enterprise b. Recommendations are discussed with relevant personnel and appropriate action is taken on the feedback received c. Report of evaluation and associated recommendations is prepared and forwarded according to enterprise procedure
5. Maintain records	a. Records are maintained of analyses and recommended strategies in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Competence must be demonstrated in the evaluation of equipment and systems in terms of their potential application for specific requirements in a TCF enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies apply to workplace activities associated with equipment and systems evaluation in the enterprise c. Activities can relate to existing or proposed new equipment/systems. They may involve: <ul style="list-style-type: none"> c.1. identification of production requirements and associated tooling/machinery, etc. c.2. assessing/evaluating the equipment/systems c.3. making recommendations and preparing reports d. Standards to be applied to the equipment and systems are as specified by manufacturers, regulatory authorities and/or the enterprise e. The competencies are applied under broad guidance f. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions g. The competencies are used independently within routine and non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work instructions b. Manufacturer's specifications and instructions c. Organisation work procedures and specifications d. Organisational or external personnel e. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the evaluation of equipment and systems in terms of their potential application for specific requirements in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environmental legislation and regulations

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. assemble and interpret data a.2. produce flow charts for production process steps a.3. assess/evaluate equipment/system a.4. develop recommendations for improvement or modifications a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. evaluation procedures a.2. equipment and systems capabilities and limitations a.3. relevant standards a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures and reporting processes a.6. relevant OH&S legislation, regulatory requirements and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. determine requirements and scope of evaluation b.2. perform calculations and prepare reports b.3. interpret and analyse performance data b.4. communicate effectively with individuals, work groups and supervisors b.5. select, interpret and apply procedures and processes b.6. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the evaluation of equipment and systems in terms of their potential application for specific requirements in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on work specifications, manufacturer's instructions, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising work a.2. evaluating data a.3. completing tasks 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 (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTEMGN-06A Design equipment and system modifications**Field: Engineering and Maintenance****This unit covers the skills and knowledge required to design equipment and system modifications for applications within in a TCF enterprise.**

ELEMENT	PERFORMANCE CRITERIA
1. Assess requirements	<ul style="list-style-type: none">a. Modification or design requirement is established to take into account production, facility, OH&S and environmental factorsb. Design concepts are established, taking into consideration process, material, quantity, cost and outcome requirementsc. Codes, regulations and technical documentation are consulted to establish design limitations, where applicabled. Specialist expertise is consulted as required
2. Evaluate options	<ul style="list-style-type: none">a. Options are defined and evaluated to determine most appropriate design modificationb. Selected option is confirmed with appropriate personnel in accordance with workplace procedures
3. Design modifications	<ul style="list-style-type: none">a. Modification is designed to meet end use specifications/standards and all legislative or regulatory requirementsb. Verification of the design is undertaken in accordance with enterprise procedures
4. Coordinate design implementation and testing	<ul style="list-style-type: none">a. Implementation of the design/modification is arranged and coordinatedb. Design outcome is tested and assessed to establish conformance to requirementsc. Variations to the design are assessed where necessaryd. Documentation is prepared to meet all requirements
5. Maintain records	<ul style="list-style-type: none">a. Records are maintained of design and modification outcomes in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Competence must be demonstrated in the design of equipment and system modifications for applications within a TCF enterprise b. Significant judgement is required in planning, design, technical or supervisory activities related to operations or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies can apply to the design of equipment/system modifications associated with product changes or improvements and/or establishment of a new production line c. Design activities relate to processes which are based on established principles and practices, and that require modifications determined by experience and analysis d. Work is undertaken to meet specifications e. Activities may involve: <ul style="list-style-type: none"> e.1. design research and consultation with internal or external specialists e.2. assessment and evaluation of design concepts e.3. design implementation and testing of modifications f. The competencies are applied under limited guidance in line with a broad plan, budget or strategy g. Knowledge and skills are applied: <ul style="list-style-type: none"> g.1. as part of major functional area g.2. in highly specialised situations requiring a range of skills h. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work instructions b. Manufacturer's specifications and instructions c. Organisation work procedures and specifications d. Organisational or external personnel e. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the design of equipment and system modifications for applications within a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Relevant Australian design standards c. Workers' compensation legislation d. Environmental legislation and regulations

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. establish design/modification requirements a.2. assess design and modification options a.3. organise implementation of design/modification a.4. ensure work meets specifications a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. appropriate design techniques a.2. relevant Australian design standards a.3. OH&S considerations and environmental factors in relation to equipment/system design a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures and reporting/recording processes a.6. relevant regulatory requirements and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret design requirements b.2. apply technical skills, including performing technical calculations b.3. conduct tests and prepare drawings/documentation b.4. evaluate design options b.5. communicate effectively within the workplace, including liaising with other departments b.6. establish or interpret procedures, where required b.7. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the design of equipment and system modifications for applications within a TCF context b. This includes real or simulated work areas, materials, equipment, and information on work specifications, manufacturer's instructions, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising work a.2. evaluating design options a.3. completing tasks 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 (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTEMGN-07A Manage installation and commissioning of equipment and systems

Field: Engineering and Maintenance

This unit covers the skills and knowledge required to manage the installation and commissioning of equipment and systems used in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work plan and specification document	a. Items to be included in work plan and specification document are identified and confirmed b. Work plan for installation and commissioning of equipment/systems is drawn up, including management and reporting procedures c. Specification document is prepared according to enterprise and/or manufacturers' procedures
2. Coordinate and monitor contract arrangements	a. Contract arrangements for the installation and commissioning of equipment/systems, including all legal, insurance and safety requirements, are coordinated in accordance with enterprise and/or legislative procedures b. Contract arrangements are monitored to ensure compliance with requirements and variations dealt with according to agreed strategy
3. Manage schedules and budgets	a. Information is gathered to establish adherence to schedule and budget forecasts b. Deviation from performance targets is monitored and corrective action taken, if and where necessary c. Scheduling and budgeting processes are assessed to determine whether variations or alternative plans are indicated
4. Administer legal, environmental and OH&S requirements	a. Legal, environmental and OH&S requirements related to installation and commissioning of equipment/systems are defined b. Monitoring of the process is assessed to ensure compliance
5. Assess and report on work completion	a. Completed work is assessed to confirm all specifications have been incorporated b. Report on work completed is prepared in accordance with enterprise procedures
6. Maintain records	a. Records are maintained of installation and commissioning activities in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Competence must be demonstrated in the management of the installation and commissioning of equipment and systems used in a TCF enterprise b. Significant judgement is required in planning, technical or supervisory activities related to operations or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies apply to workplace activities associated with management of the installation and commissioning of equipment and systems used in the enterprise c. The competencies can relate to on-shore or off-shore applications; it would include all local requirements and may include establishing a new production line d. Work may involve individual and team related activities, and can include liaison with specialist technicians or contractors e. Equipment and systems may include: <ul style="list-style-type: none"> e.1. microprocessor or computer control e.2. production and facility equipment used within the enterprise f. The competencies are applied under limited guidance in line with a broad plan, budget or strategy g. Knowledge and skills are applied to major functions and/or highly specialised situations requiring a range of skills h. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work instructions b. Manufacturer's specifications and instructions c. Organisation work procedures and specifications d. Organisational or external personnel e. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the management of the installation and commissioning of equipment and systems used in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Relevant Australian design standards c. Workers' compensation legislation d. Environmental legislation and regulations

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. develop and prepare work plan and specification documents a.2. organise and monitor contract arrangements a.3. assess scheduling and budgeting procedures a.4. implement legal, environmental and OH&S obligations/requirements a.5. ensure completed work meets specifications a.6. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. appropriate installation and commissioning procedures a.2. OH&S considerations and environmental factors a.3. contract requirements a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures and reporting/recording processes a.6. relevant regulatory requirements and codes of practice a.7. relevant OH&S legislation, regulatory requirements and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. monitor contract arrangements, scheduling and budgets b.2. manage the application of technical skills by other personnel b.3. communicate effectively within the workplace, including liaising with other departments b.4. establish or interpret procedures, where required b.5. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the management of the installation and commissioning of equipment and systems used in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on work specifications, manufacturer's instructions, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising work a.2. managing activities and personnel a.3. completing tasks 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 (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTQAGN-02A Coordinate external quality assurance

Field: Quality

This unit covers the skills and knowledge required to coordinate external quality assurance in a TCF enterprise context.

ELEMENT	PERFORMANCE CRITERIA
1. Assess external suppliers/customers	<ul style="list-style-type: none"> a. Assessment and evaluation of suppliers capability and/or quality system is conducted b. Suppliers' processes for the production and delivery of goods or services are evaluated c. Recommendations concerning the assessed ability of a supplier to comply with quality standards are made in accordance with workplace procedures and quality accreditation requirements where relevant
2. Liaise with external suppliers/customers	<ul style="list-style-type: none"> a. Specifications of materials, services and/or equipment to be supplied are identified and documented in accordance with workplace procedures b. Precise quality requirements are communicated with suppliers/customers c. Agreed quality assurance system is negotiated d. Verification method, systems and procedures for dispute settlement are established and agreed e. Recording system for products or services is established which ensures traceability, where required
3. Check for conformance to specifications	<ul style="list-style-type: none"> a. Conformance of materials/products from external supplier is established against specifications b. Checks of quality of materials, services and/or equipment delivered are coordinated in accordance with agreed arrangements and workplace c. Corrective action is initiated, where applicable, to obtain or maintain desired quality
4. Maintain records	<ul style="list-style-type: none"> a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Judgement may be required in planning and selecting appropriate processes or procedures for self and others b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies are applied to exercising external quality assurance with a wide range of supplier enterprises to ensure purchased supplies meet enterprise quality standards c. TCF production areas for in which coordination of external quality assurance may be exercised may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Quality assurance activities may include: <ul style="list-style-type: none"> d.1. monitoring conformance with specifications d.2. reporting of variances d.3. consulting/liaising with suppliers and other functional areas d.4. evaluating supplier capabilities d.5. preparing reports and other documentation e. Quality standards may relate to: <ul style="list-style-type: none"> e.1. materials e.2. component parts e.3. final products e.4. services e.5. production processes f. Quality assurance may incorporate: <ul style="list-style-type: none"> f.1. monitoring and reviewing procedures f.2. inspections f.3. audits of compliance with quality control guidelines g. The competencies are applied under broad guidance h. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions i. The competencies are used independently within routine and non-routine situations j. Data entry/recording may include: <ul style="list-style-type: none"> j.1. keyboard j.2. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Quality and Australian standards and procedures b. Specifications of materials, products, services and/or equipment c. Quality accreditation requirements d. Organisation work procedures and specifications 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 coordination of external quality assurance 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 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. Quality standards

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ol style="list-style-type: none"> interpret specifications and quality standards liaise and negotiate with suppliers/customers on quality issues interpret the results of quality assessments in terms of specifications and quality standards take required action where external suppliers are found to be in breach of quality assurance agreements maintain accurate records
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with other units where appropriate
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> relevant quality standards, codes of practice, policies and procedures relevant TCF production processes, materials and products characteristics of materials, products services and equipment provided by external suppliers in the relevant TCF sector appropriate quality methodologies: their capabilities, limitations and applicability safety and environmental aspects of production and quality processes relevant measurement techniques and quality checking procedures quality assurance principles and agreements reporting procedures b. Underpinning skills to: <ol style="list-style-type: none"> interpret work specifications, quality assurance agreements, standards and service requirements liaise and negotiate with suppliers/customers use quality management systems and processes monitor conformance of products/services carry out relevant visual inspections of materials, component parts and final products carry out relevant measurements and inspections maintain accurate work records in accordance with procedures carry out work in accordance with OH&S policies and procedures communicate effectively individuals, work groups and supervisors prepare and present reports, specifications and quality assurance agreements
4. Resource implications	a. Access to real or appropriately simulated situations involving the coordination of quality assurance with external suppliers/customers within a specific TCF sector context b. This includes real or simulated work areas, materials, equipment, and information on work/product/materials/service specifications, quality assurance agreements, relevant quality standards, organisation procedures and supplier/customer details
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> liaising and negotiating with suppliers/customers interpreting specifications and requirements describing consequences completing tasks identifying improvements applying safety precautions relevant to the task assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> hazard policies and procedures including codes of practice job procedures and work instructions quality 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

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	2

LMTQAGN-03A Manage quality system and procedures

Field: Quality Assurance

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

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

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Competence should be demonstrated in detecting errors and in using initiative and judgement to take appropriate action 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. The competencies will apply to the establishment and management of the quality system and procedures within the enterprise c. TCF production areas for in which management of quality systems may be exercised may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Quality system activities may include: <ul style="list-style-type: none"> d.1. developing and managing the system d.2. planning procedures development d.3. conducting audits and monitoring performance e. Quality control includes monitoring, evaluating and reviewing strategies/procedures f. The competencies are applied under limited guidance in line with a broad plan, budget or strategy g. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills h. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. ISO 9000 Series guidelines b. Government regulations (e.g. Trade practices legislation, environment protection legislation) c. Industry standards, regulations and work practices d. Enterprise and project standards e. Client organisation standards f. Specifications for products, services and production processes g. Organisation work procedures and specifications h. Organisational or external personnel i. Quality and Australian standards and procedures j. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the management of quality assurance systems 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 reports to management f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of organisation, 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. Trade practices legislation c. Consumer protection legislation d. Environmental 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"> ensure all relevant personnel are aware of quality assurance system/procedures monitor quality performance of work teams and ensure compliance allocate resource requirements determine quality requirements implement quality improvement strategies evaluate and assess effectiveness of quality system and procedures maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> principles of quality management; their application and acceptance/delegation of responsibilities within quality systems appropriate quality methodologies, their capabilities, limitations, applicability and contribution to outcomes sampling techniques safety and environmental aspects of production and quality processes workplace procedures and reporting processes relevant OH&S legislation and codes of practice b. Underpinning skills to: <ol style="list-style-type: none"> establish and manage a quality system and procedures determine implementation requirements and prepare implementation plan monitor performance investigate and apply methods to eliminate causes of unsatisfactory performance assess results prepare reports communicate effectively within the workplace, including liaising with other departments establish or interpret procedures, where required determine report requirements and present information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving the management of quality systems within a specific TCF sector context b. This includes real or simulated work areas, materials, equipment, and information on work/product/materials/service specifications, quality assurance systems, relevant quality standards, organisation procedures and supplier/customer details
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> managing systems planning and organising system activities interpreting system requirements describing consequences completing tasks identifying improvements assessing and interpreting performance of organisations and systems b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> quality assurance policies and procedures including codes of practice job procedures and organisation's policies and strategic plans management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTMTGN-01A Prepare procedures and specifications

Field: Management

This unit covers the skills and knowledge required to prepare and confirm workplace procedures for use in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Identify relevant requirements	<ul style="list-style-type: none"> a. Information required for standard operating procedures is identified and assembled b. Specification requirements and format are established and confirmed, where necessary
2. Prepare specifications	<ul style="list-style-type: none"> a. Specifications are written in an appropriate format, to ensure requirements can be met b. Special needs are incorporated into the specifications c. Specifications are written in a manner that is clear and understood in the workplace
3. Prepare standard operating procedures and/or manuals	<ul style="list-style-type: none"> a. Information needed to establish the operating procedures and/or manual is collected, reviewed and interpreted in accordance with workplace procedures b. Documentation is prepared to formalise processes for achieving the enterprise objectives c. Responsibility for all updates and changes to the procedures or manuals is assigned or designated
4. Review procedures and specifications against standards	<ul style="list-style-type: none"> a. Compliance with the procedures and specification requirements is monitored in relation to the required application b. Results are assessed, reported and/or acted upon according to enterprise procedures
5. Maintain records	<ul style="list-style-type: none"> a. Records of procedures and specifications are maintained and associated reports prepared, where necessary, in accordance with enterprise procedures b. Presentations on production performance and developments are made at management meetings in accordance with workplace procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves participation in preparing and confirming workplace procedures and manuals in a TCF production enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies will apply to the preparation of procedures and specifications within the enterprise c. TCF production areas for which procedures/manuals may be developed may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Procedures and specifications may be produced or selected with reference to: <ul style="list-style-type: none"> d.1. enterprise/client standards d.2. established processes d.3. industry standards d.4. workplace regulations d.5. work practices e. Preparation of procedures and specifications may include: <ul style="list-style-type: none"> e.1. assembling information and confirming requirements e.2. documentation preparation e.3. review of procedures e.4. consultation with other personnel, equipment-machine suppliers and customers f. Procedures and/or manuals may be prepared in electronic and/or hard copy format and may include: <ul style="list-style-type: none"> f.1. text f.2. tables of numeric data f.3. charts and graphics g. The competencies are applied under broad guidance h. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions i. The competencies are used independently within routine and non-routine situations j. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production schedules b. Production performance reports c. Production and planning policies and other documentation d. Organisational or external personnel e. Work scheduling documentation f. Job procedures g. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the preparation and confirmation of workplace procedures and manuals in a TCF production enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include both text and graphical data g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise

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. assemble information and specification requirements a.2. interpret/analyse information for use in procedures/manuals a.3. write procedures and specifications with respect to customer or enterprise needs a.4. confirm accuracy and appropriateness of prepared procedures/manuals a.5. delegate responsibility a.6. review effectiveness of procedures/specifications a.7. ensure workplace health and safety policies and statutory regulations are appropriately addressed in procedures/manuals a.8. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. enterprise systems and requirements a.2. industry standard/s, regulations, etc. a.3. safety and environmental aspects of production processes a.4. workplace policies/procedures and reporting processes a.5. relevant OH&S legislation and codes of practice a.6. workplace procedures and reporting/recording processes a.7. relevant regulatory requirements and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. use management systems and procedures b.2. use required office technology in the preparation of procedures/manuals b.3. evaluate and interpret specification information/data b.4. review procedures/manuals and prepare reports b.5. communicate effectively within the workplace b.6. select, interpret and apply procedures and processes b.7. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the preparation and confirmation of workplace procedures and manuals in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on production specifications, production performance, 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. preparing documentation a.2. identifying contingencies a.3. completing workplace tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTMTGN-02A Develop and implement policies and procedures

Field: Management

This unit covers the skills and knowledge required to manage the development and implementation of organisational policies and procedures in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Establish requirements	<ul style="list-style-type: none"> a. Purpose of the policy or procedure is clearly determined b. Criteria to be included in the policies and/or procedures are established, in conjunction with relevant personnel c. Legislative requirements and any constraints are identified
2. Organise the gathering of information	<ul style="list-style-type: none"> a. Arrangements are made for the collection and compilation of relevant information needed for the development of policies and procedures in accordance with workplace practice b. Collected information is analysed and interpreted for use in the development of policies and procedures
3. Implement policy or procedure	<ul style="list-style-type: none"> a. Systematic implementation of the policy or procedure is planned and coordinated to ensure outcomes are achieved and maintained b. Responsibilities for the implementation are designated to ensure requirements are met c. Policy or procedure implementation is monitored, reviewed and changes made, where necessary d. Records or reports are prepared in accordance with enterprise procedures
4. Maintain records	<ul style="list-style-type: none"> a. Records of policies and procedures are maintained and related management reports prepared in accordance with enterprise procedures b. Presentations on policies and procedures are made at management meetings and in production areas in accordance with workplace procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the development and implementation of organisational policies and procedures in a TCF enterprise b. Significant judgement is required in planning, technical or supervisory activities related to operations or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies relate to developing and implementing policies and procedures within the enterprise; they may relate to individual or a combination of functions of the enterprise c. TCF production areas for which organisational policies and procedures may be developed may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. The scope and detail contained within the policies and procedures will depend on a range of factors which may include: <ul style="list-style-type: none"> d.1. size and scale of enterprise operation d.2. enterprise operations and products d.3. stage of enterprise development d.4. market focus d.5. financial arrangements of the business and budget parameters e. Specialist advice may be required to develop the policies and procedures f. Information needed in the development of policies and procedures may include: <ul style="list-style-type: none"> f.1. specifications f.2. legal requirements f.3. enterprise objectives f.4. data on any practical limitations g. Workplace organisation systems may include: <ul style="list-style-type: none"> g.1. JIT g.2. VAM g.3. quick response g.4. quality circles g.5. team processes g.6. benchmarking h. Production scheduling and performance reports may be in electronic and hard copy format and may include: <ul style="list-style-type: none"> h.1. text h.2. tables of numeric data h.3. charts and graphics i. The competencies are applied under limited guidance in line with a broad plan, budget or strategy j. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills k. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Enterprise objectives b. Production performance reports c. Specifications d. Legal requirements e. Enterprise objectives f. Data on any practical limitations g. Existing production and planning policies and related documentation h. Organisational or external personnel i. Work scheduling documentation j. Job procedures k. Work instructions

4. Workplace context may include	<ul style="list-style-type: none">a. Work organisation procedures and practices relating to the development and implementation of organisational policies and procedures in a TCF enterpriseb. Conditions of service, legislation and industrial agreements including:<ul style="list-style-type: none">b.1. workplace agreements and awardsb.2. Federal or State/Territory legislationc. Standard work practice includes providing an effective contribution to enterprise policies and proceduresd. Extent of policies and procedures will be dependent on production requirements and workplace arrangements within the enterprisee. Reporting actions include verbal and written communication in accordance with organisational policies and proceduresf. Communication may be oral, written or visual and can include simple datag. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of enterprise output, where necessaryh. 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 activitiesb. Workers' compensation legislationc. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. identify and assemble required information a.2. manage the preparation and circulation of documents a.3. delegate responsibilities a.4. liaise with all relevant personnel a.5. manage the implementation of policies/procedures a.6. ensure workplace health and safety policies are applied in policies and procedures a.7. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. work processes and workplace organisation systems a.2. operational factors and key operational concepts and procedures a.3. control systems and methods of monitoring policy implementation a.4. workplace procedures and reporting processes a.5. relevant OH&S legislation, statutory requirements/responsibilities and codes of practice a.6. workplace procedures and reporting/recording processes a.7. relevant regulatory requirements and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. research/assemble information relating to policy/procedure formulation b.2. evaluate operational effectiveness and review procedures b.3. assess results and prepare reports b.4. communicate effectively within the workplace, including liaising with other departments b.5. establish or interpret procedures, where required b.6. determine report requirements and present information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated management situations involving the development of organisational policies and procedures in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on production specifications, organisational objectives, 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. managing people, processes or procedures a.2. identifying contingencies a.3. completing management tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTHRGN-04A Implement employment practices

Field: Human Resources

This unit covers the skills and knowledge required to implement and manage employment practices within specified guidelines in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret and implement awards and agreements, under guidance	<ul style="list-style-type: none"> a. Relevant awards and agreements are identified and aligned with enterprise applications b. Specific award or agreement requirements are interpreted in relation to enterprise contexts c. Policies and procedures are implemented and monitored to ensure compliance with awards or agreements
2. Counsel staff	<ul style="list-style-type: none"> a. Problems and/or grievances are clearly identified and confirmed b. Enterprise procedures for counselling or disciplining staff are implemented c. Options and action plan are negotiated and agreed with staff d. Follow up consultation is conducted to confirm action plan success
3. Support resolution of workplace issues and disputes	<ul style="list-style-type: none"> a. Workplace procedures and consultative processes are implemented and/or maintained b. Workplace issues and disputes are clearly identified and appropriate resolution process is selected in accordance with enterprise procedures c. A positive environment for resolution of issues disputes is established d. Agreements are recorded and reported in accordance with enterprise procedures
4. Implement workers' compensation rehabilitation processes	<ul style="list-style-type: none"> a. Appropriate workers' compensation rehabilitation procedures are implemented b. Processes are monitored to ensure compliance with requirements
5. Maintain records	<ul style="list-style-type: none"> a. Employment records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves implementing and managing employment practices within the workplace in a TCF enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Enterprise employment practices may be affected by: <ul style="list-style-type: none"> b.1. anti-discrimination legislation b.2. equal opportunity and affirmative action legislation b.3. occupational health and safety procedures/practices/requirements b.4. workplace bargaining b.5. accepted workplace practices c. TCF employment areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. The competencies are applied under broad guidance e. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions f. The competencies are used independently within routine and non-routine situations g. Formal meeting situations or informal information exchange may occur between relevant personnel h. Data recording may involve use of keyboard or manual recording applications i. Interaction may occur with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work plans b. Employment policies and other documentation c. Organisational or external personnel d. Work scheduling documentation e. Job specifications f. Relevant industrial awards and/or enterprise agreements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to employment practices 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 employment policies and procedures d. Extent of employment requirements dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Industrial and occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. interpret/align awards/agreements with enterprise applications a.2. implement/monitor enterprise policies and procedures a.3. solve problems and resolving grievances/conflict a.4. implement/monitor rehabilitation processes a.5. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. conflict and stress issues associated with individuals in the workplace a.2. the importance of human resource management in the work environment a.3. relevant awards and agreements a.4. applicable industrial relations and anti-discrimination legislation a.5. workplace policies/procedures a.6. relevant OH&S legislation and codes of practice a.7. reporting processes and record systems b. Underpinning skills to: <ul style="list-style-type: none"> b.1. assess interpersonal strengths and weaknesses b.2. counsel and support staff b.3. communicate effectively within the workplace b.4. select, interpret and apply procedures and processes b.5. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated employment situations in a TCF context b. This includes real or simulated work areas, staff, and information on employment practices, 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. implementing employment practices a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring counselling and dispute resolution procedures are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. employment policies b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTHRGN-05A Plan and conduct staff recruitment processes

Field: Human Resources

This unit covers the skills and knowledge required to plan and conduct the staff recruitment processes in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Plan staffing requirements	<ul style="list-style-type: none"> a. Replacement or additional staff requirements are identified and planned to meet enterprise demands b. Role/s of new employees/team members are determined in conjunction with department/enterprise personnel c. Selection criteria and resources for new position or replacement staff are confirmed and planned d. Position advertising is managed to ensure conformance with employment practices
2. Conduct recruitment and selection procedures	<ul style="list-style-type: none"> a. Replacement or additional staff requirements are identified and planned to meet enterprise demands b. Role/s of new employees/team members are determined in conjunction with department/enterprise personnel c. Selection criteria and resources for new position or replacement staff are confirmed and planned d. Position advertising is managed to ensure conformance with employment practices
3. Plan and coordinate inductions	<ul style="list-style-type: none"> a. Enterprise induction program for the successful candidate is organised to facilitate new employee into the workforce b. Processing of employment documentation is organised to meet enterprise and legislative requirements
4. Maintain records	<ul style="list-style-type: none"> a. Staff recruitment records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves planning and conducting recruitment processes within a TCF enterprise b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Staff may be recruited from within the enterprise, through a contract/consultant, and by external appointment c. Staff may be full or part time, permanent, temporary and/or on contract d. Methods for identifying and planning recruitment needs may include: <ul style="list-style-type: none"> d.1. human resource management forecasts d.2. performance monitoring and assessment d.3. staff recruitment and reallocation d.4. staffing plans d.5. job descriptions e. TCF staff may be employed in: <ul style="list-style-type: none"> e.1. textile production e.2. clothing production e.3. footwear production e.4. early stage wool processing e.5. cotton ginning e.6. hide/skin/leather production e.7. headwear production and millinery e.8. canvas and sails production e.9. laundry operations e.10. dry cleaning operations f. The competencies are applied under broad guidance g. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions h. The competencies are used independently within routine and non-routine situations i. Data recording may involve use of keyboard or manual recording applications j. Interaction may occur with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work plans b. Recruitment policies and other documentation c. Organisational or external personnel d. Work scheduling documentation e. Job specifications f. Relevant industrial awards and/or enterprise agreements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to recruitment processes b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes staffing procedures d. Extent of staffing requirements dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Industrial and occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. assess enterprise staff requirements a.2. plan additional/replacement staff recruitment a.3. conduct selection interviews and processes a.4. plan staff induction programs a.5. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the significance of equal employment opportunity principles/practices for selection of staff a.2. applicable industrial relations and anti-discrimination legislation a.3. literacy levels and communication skills of work group members and consequent suitable communication techniques a.4. workplace policies/procedures and reporting processes a.5. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. plan staff induction programs to reflect the enterprise' policy ensuring all organisational goals are maintained b.2. communicate effectively within the workplace b.3. select, interpret and apply procedures and processes b.4. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated recruitment situations in a TCF context b. This includes real or simulated work areas and job descriptions, relevant safety procedures and regulations, quality standards, organisation recruitment procedures and staffing requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. carrying out recruitment processes a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. issue resolution procedures b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. security procedures c. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others d. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTHRGN-06A Establish and maintain recruitment and staffing practices

Field: Human Resources

This unit covers the skills and knowledge required to establish and maintain recruitment and staffing practices in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Determine recruitment and selection procedures	<ul style="list-style-type: none"> a. Procedures for determining selection criteria and identifying required resources are established and maintained b. Procedures for selecting interview panels and determining appropriate interview techniques are established in accordance with standard human resource guidelines, including equal opportunity, anti-discrimination and other industrial relations requirements c. Methods are implemented to ensure selection of the most suitable applicant to meet organisational goals
2. Determine employment procedures and responsibilities	<ul style="list-style-type: none"> a. Procedures for replacing or adding to staff are determined and implemented to ensure enterprise demands and correct human resources and industrial relations processes are met b. Responsibilities for the recruitment and employment process are defined and allocated c. Industrial agreements, awards and Enterprise Based Agreements are interpreted and incorporated into enterprise policies and procedures d. Industrial relations and staff issues are addressed and managed, including responsibilities, obligations, discipline and grievance processes
3. Monitor and review recruitment and employment practices	<ul style="list-style-type: none"> a. Recruitment and employment practices are monitored and reviewed to ensure enterprise and legislative requirements are met
4. Maintain records	<ul style="list-style-type: none"> a. Recruitment policy records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves establishing and maintaining recruitment and employment practices within a TCF enterprise b. Significant judgement is required in establishing and maintaining recruitment and employment practices c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies apply to the range of activities associated with recruitment and employment practices as they relate to the enterprise c. Enterprise employment and recruitment practices may be affected by: <ul style="list-style-type: none"> c.1. enterprise policy/procedures c.2. anti-discrimination, equal opportunity and affirmative action legislation c.3. occupational health and safety procedures/practices/requirements c.4. workplace bargaining and/or accepted workplace practices d. TCF employment 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. The competencies are applied under limited guidance in line with a broad plan, budget or strategy f. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills g. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work plans b. Employment policies and other documentation c. Organisational or external personnel d. Work scheduling documentation e. Job specifications f. Relevant industrial awards and/or enterprise agreements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to employment 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 employment policies and procedures d. Extent of employment requirements dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Industrial and occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. determine selection criteria a.2. establish procedures for selecting interview panel a.3. designate responsibilities a.4. manage industrial relations/staff issues a.5. review practices a.6. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the importance of human resource management in the work environment, including procedures for interview panel selection a.2. relevant awards/agreements; applicable industrial relations and anti-discrimination legislation a.3. workplace policies/procedures and reporting processes a.4. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. use established appropriate selection, delegation/assignment, training, performance evaluation and motivation tools b.2. monitor and review recruitment and employment practices b.3. communicate effectively within the workplace, including liaising with other departments b.4. establish or interpret procedures, where required b.5. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated employment situations in a TCF context b. This includes real or simulated work areas, staff, and information on employment policies, 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. employment practices a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring employment policies and procedures are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. issue resolution procedures b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. security procedures c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTHRGN-07A Implement and manage employment practices

Field: Human Resources

This unit covers the skills and knowledge required establish and manage employment practices in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret and implement awards and agreements	<ul style="list-style-type: none"> a. Relevant awards and agreements are identified and aligned with enterprise applications b. Specific award or agreement requirements are interpreted and/or negotiated in relation to enterprise contexts c. Policies and procedures are implemented and monitored to ensure compliance with awards or agreements
2. Manage and support resolution of workplace issues and disputes	<ul style="list-style-type: none"> a. Workplace procedures and consultative processes are established and/or maintained b. Workplace issues and disputes are clearly identified and appropriate resolution process is negotiated c. A positive environment for resolution of issues/disputes is established d. Agreements are recorded and reported in accordance with enterprise procedures
3. Manage workers' compensation rehabilitation processes	<ul style="list-style-type: none"> a. Appropriate workers' compensation rehabilitation procedures are established b. Processes are monitored to ensure compliance with requirements
4. Maintain records	<ul style="list-style-type: none"> a. Employment policy records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves establishing and maintaining employment policies and practices in a TCF enterprise b. Significant judgement is required in establishing and maintaining employment policies and practices c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies apply to the range of activities associated with production planning as they relate to the enterprise c. Enterprise employment and recruitment practices may be affected by: <ul style="list-style-type: none"> c.1. enterprise policy/procedures c.2. anti-discrimination, equal opportunity and affirmative action legislation c.3. occupational health and safety procedures/practices/requirements c.4. workplace bargaining and/or accepted workplace practices d. TCF employment 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. The competencies are applied under limited guidance in line with a broad plan, budget or strategy f. The competencies are used independently within substantially non-routine situations g. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills h. Significant judgement is required in planning, technical or supervisory activities related to operations or processes
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work plans b. Employment policies and other documentation c. Organisational or external personnel d. Work scheduling documentation e. Job specifications f. Relevant industrial awards and/or enterprise agreements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to employment 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 employment policies and procedures d. Extent of employment requirements dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Industrial and occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. align awards and agreements with enterprise applications a.2. implement monitoring enterprise policies and procedures a.3. solve employment problems and resolve grievances/conflicts a.4. manage/monitor rehabilitation processes a.5. maintain accurate employment records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. human resource management in the work environment a.2. relevant industrial awards and agreements a.3. conflict and stress issues associated with individuals in the workplace a.4. workplace policies/procedures and reporting processes a.5. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret/negotiate specific award/agreement requirements, resolve workplace issues/conflicts b.2. assess interpersonal strengths and weaknesses b.3. communicate effectively within the workplace, including liaising with other departments b.4. establish or interpret procedures, where required b.5. determine report requirements and present information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated employment situations in a TCF context b. This includes real or simulated work areas, staff and information on employment policies and practices, 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. planning and selecting appropriate processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures 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 required attention to detail
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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

LMTHRGN-10A Establish, maintain and evaluate OH&S system in the workplace

Field: Human Resources

This unit covers the knowledge and skills required to establish, maintain and evaluate the organisation's occupational health and safety systems in order to ensure that the workplace is, so far as is practicable, safe and without risks to the health of employees.

ELEMENT	PERFORMANCE CRITERIA
1. Establish and maintain the framework for the occupational health and safety system in the area of managerial responsibility	<ul style="list-style-type: none"> a. Occupational health and safety policies are developed which clearly express the organisation's commitment with respect to occupational health and safety within the area of managerial responsibility and how relevant occupational health and safety legislation will be implemented, consistent with overall organisational policies b. Occupational health and safety responsibilities and duties which will allow implementation and integration of the occupational health and safety system are clearly defined, allocated and included in job descriptions and duty statements for all relevant positions c. Financial and human resources for the operation of the occupational health and safety system are identified, sought and/or provided in a timely and consistent manner d. Information on the occupational health and safety system and procedures for the area of managerial responsibility is provided and explained in a form which is readily accessible to employees
2. Establish and maintain participative arrangements for the management of occupational health and safety	<ul style="list-style-type: none"> a. Appropriate consultative processes are established and maintained in consultation with employees and their representatives in accordance with relevant occupational health and safety legislation and consistent with the organisation's overall process for consultation b. Issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with procedures for issue resolution c. Information about the outcomes of participation and consultation is provided in a manner accessible to employees
3. Establish and maintain procedures for identifying hazards	<ul style="list-style-type: none"> a. Existing and potential hazards within the area of managerial responsibility are correctly identified and identification confirmed in accordance with occupational health and safety legislation, codes of practice and trends identified from the occupational health and safety records system b. A procedure for ongoing identification of hazards is developed and integrated within systems of work and procedures c. Activities are appropriately monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility d. Hazard identification is addressed at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created
4. Establish and maintain procedures for assessing risks	<ul style="list-style-type: none"> a. Risks presented by identified hazards are correctly assessed in accordance with occupational health and safety legislation and codes of practice b. A procedure for ongoing assessment of risks is developed and integrated within systems of work and procedures c. Activities are monitored to ensure that this procedure is adopted effectively throughout the area of managerial responsibility d. Risk assessment is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that the risk from hazards is not increased
5. Establish and maintain procedures for controlling risks	<ul style="list-style-type: none"> a. Measures to control assessed risks are developed and implemented in accordance with the hierarchy of control, relevant occupational health and safety legislation, codes of practice and trends identified from the occupational health and safety records system b. When measures which control a risk at its source are not immediately practicable, interim solutions are implemented until a control measure is developed c. A procedure for ongoing control of risks, based on the hierarchy of control, is developed and integrated within general systems of work and procedures d. Activities are monitored to ensure that the risk control procedure is adopted effectively throughout the area of managerial responsibility e. Risk control is addressed at the planning, design and evaluation stages of any change within the area of managerial responsibility to ensure that adequate risk control measures are included f. Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control, and resources enabling implementation of new measures are sought and/or provided according to appropriate procedures
6. Establish and maintain organisational procedures for dealing with hazardous events	<ul style="list-style-type: none"> a. Potential hazardous events are correctly identified b. Procedures which would control the risks associated with hazardous events and meet any legislative requirements as a minimum are developed in consultation with appropriate emergency services c. Appropriate information and training is provided to all employees to enable implementation of the correct procedures in all relevant circumstances

7. Establish and maintain an occupational health and safety training program	a. An occupational health and safety training program is developed and implemented to identify and fulfil employees' occupational health and safety training needs as part of the organisation's general training program
8. Establish and maintain a system for occupational health and safety records	a. A system for keeping occupational health and safety records is established and monitored to allow identification of patterns of occupational injury and disease within the area of managerial responsibility
9. Evaluate the organisation's occupational health and safety system and related policies, procedures and programs	<ul style="list-style-type: none">a. The effectiveness of the occupational health and safety system and related policies, procedures and programs is assessed according to the organisation's aims with respect to occupational health and safetyb. Improvements to the occupational health and safety system are developed and implemented to ensure more effective achievement of the organisation's aims with respect to occupational health and safetyc. Compliance with occupational health and safety legislation and codes of practice is assessed to ensure that legal occupational health and safety standards are maintained as a minimum

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves establishing, maintaining and evaluating OH&S policies and procedures within an enterprise or department of an enterprise b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in a variety of environments 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. Establish and maintain the framework for occupational health and safety may include: <ul style="list-style-type: none"> c.1. policy development and updating c.2. determining the ways in which occupational health and safety will be managed. This may include distinct occupational health and safety management activities, or inclusion of occupational health and safety functions within a range of management functions and operations such as: <ul style="list-style-type: none"> c.2.1. maintenance of plant and equipment c.2.2. purchasing of materials and equipment c.2.3. designing operations, work flow and materials handling c.2.4. planning or implementing alterations to site, plant, operations or work systems c.2.5. mechanisms for review and allocation of human, technical and financial resources needed to manage occupational health and safety, including defining and allocating occupational health and safety responsibilities for all relevant positions c.2.6. mechanisms for keeping up to date with relevant information and updating the management arrangements for occupational health and safety, for example, information on health effects of hazards, technical developments in risk control and environmental monitoring and changes to legislation c.2.7. mechanisms to assess and update occupational health and safety management arrangements relevant to legislative requirements c.2.8. a system for communicating occupational health and safety information to employees, supervisors and managers within the enterprise d. Establish and maintain participative arrangements for management of occupational health and safety may cover: <ul style="list-style-type: none"> d.1. occupational health and safety committees and other committees, for example, consultative, planning and purchasing d.2. health and safety representatives d.3. employee and supervisor involvement in occupational health and safety management activities, for example, occupational health and safety inspections, audits, environmental monitoring, risk assessment and risk control d.4. procedures for reporting hazards, risks and occupational health and safety issues by managers and employees d.5. inclusion of occupational health and safety in consultative or other meetings and processes e. Establish and maintain procedures for identifying hazards may include developing and updating procedures for: <ul style="list-style-type: none"> e.1. workplace inspections, including plant and equipment e.2. audits e.3. maintaining and analysing occupational health and safety records, including environmental monitoring and health surveillance reports e.4. maintenance of plant and equipment e.5. reviews of materials and equipment purchases, including manufacturers and suppliers information e.6. employee reporting of occupational health and safety issues f. Establish and maintain procedures for assessing risks may include developing and updating procedures for: <ul style="list-style-type: none"> f.1. determining the likelihood and severity of adverse consequences from hazards f.2. occupational health and safety audits f.3. workplace inspections f.4. maintenance of plant and equipment f.5. purchasing of materials and equipment f.6. planning or implementing alterations to site, operations or work systems f.7. analysis of relevant records and reports, for example, injuries and incidents, hazardous substances inventories/registers, audit and environmental monitoring reports and occupational health and safety committee records g. Establish and maintain procedures for controlling risks may include developing and updating procedures for: <ul style="list-style-type: none"> g.1. assessing the occupational health and safety consequences of materials, plant or equipment prior to purchase g.2. obtaining expert advice g.3. appropriate application of measures according to the hierarchy of control, namely: <ul style="list-style-type: none"> g.3.1. elimination of the risk g.3.2. engineering controls g.3.3. administrative controls

	<ul style="list-style-type: none"> g.3.4. personal protective equipment g.4. designing safe operations and systems of work g.5. inclusion of new occupational health and safety information into procedures g.6. checking enterprise compliance with regulatory requirements h. Establish and maintain organisational procedures for hazardous events may include developing and updating procedures for: <ul style="list-style-type: none"> h.1. making inventories of, and inspecting, high risk operations h.2. inspecting systems and operations associated with potentially hazardous events, for example, emergency communications, links to emergency services, fire fighting, chemical spill containment, bomb alerts and first aid services i. Establish and maintain an occupational health and safety training program may include: <ul style="list-style-type: none"> i.1. arrangements for ongoing assessment of training needs, for example, relating to: <ul style="list-style-type: none"> i.1.1. supervisors and managers i.1.2. specific hazards i.1.3. specific tasks or equipment i.1.4. emergencies and evacuations i.1.5. training required under occupational health and safety legislation i.2. allocation of resources for occupational health and safety training, including acquisition of training resources, development of staff training skills and purchase of training services i.3. induction training i.4. training for new operations, materials or equipment j. Establish and maintain a system for occupational health and safety records may cover: <ul style="list-style-type: none"> j.1. identifying records required under occupational health and safety legislation, for example: <ul style="list-style-type: none"> j.1.1. worker's compensation and rehabilitation records j.1.2. hazardous substances registers j.1.3. material safety data sheets j.1.4. major accident/injury notifications j.1.5. certificates and licences j.2. manufacturers and suppliers occupational health and safety information j.3. occupational health and safety audits and inspection reports j.4. maintenance and testing reports j.5. workplace environmental monitoring and health surveillance records j.6. records of instruction and training j.7. first aid/medical post records k. Evaluating the organisation's occupational health and safety system may include arrangements for: <ul style="list-style-type: none"> k.1. reviewing the effectiveness of the occupational health and safety management system k.2. regular review of operating procedures k.3. regular analysis of occupational health and safety records k.4. audits against occupational health and safety legislative requirements
3. Source of information/documents may include	<ul style="list-style-type: none"> a. Goods identification numbers, codes and manifests b. Machine/equipment manufacturer's specifications and instructions c. Enterprise operating procedures including: <ul style="list-style-type: none"> c.1. hazard policies and procedures c.2. emergency, fire and accident procedures c.3. machine/equipment operating procedures c.4. personal safety procedures, including personal protective clothing and equipment c.5. risk/hazard identification and reporting procedures c.6. issue resolution procedures c.7. work instructions d. Materials safety data sheets e. Codes of practice f. Consultative processes for occupational health and safety
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. occupational health and safety b.3. Federal or State/Territory legislation c. Consultative processes may involve: <ul style="list-style-type: none"> c.1. staff members c.2. management c.3. union representatives c.4. industrial relations, OH&S specialists c.5. other professional or technical staff
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Competence may be demonstrated working individually or under the guidance of, or as a member of, a team with specialist occupational health and safety staff, managers or consultants b. Evidence is required of: <ul style="list-style-type: none"> b.1. detailed knowledge of all relevant occupational health and safety Acts, regulations and codes of practice and how they will be implemented within the area of managerial responsibility b.2. understanding of the principles and practice of effective occupational health and safety, including the significance of organisational management systems and procedures for occupational health and safety, and an ability to establish and maintain appropriate arrangements for occupational health and safety within those systems and procedures b.3. ability to establish and/or maintain the organisation's occupational health and safety management system b.4. detailed understanding of how the characteristics of the workforce impact on the design and maintenance of occupational health and safety management systems, and an ability to apply that understanding b.5. ability to identify when expert advice is needed, to obtain that advice and to act on it appropriately
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit may be assessed independently, or in conjunction with other units that form part of a management role
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the provisions of occupational health and safety legislation, regulations and codes of practice a.2. principles and practices of effective OH&S management a.3. management arrangements relating to regulatory compliance a.4. hazards and associated risks that exist in the workplace a.5. other organisational management systems, policies and procedures and their relevance to OH&S management a.6. the characteristics and composition of the workforce that may impact on OH&S management b. Underpinning skills to: <ul style="list-style-type: none"> b.1. analyse the entire working environment in order to identify hazards, assess risks and design and implement appropriate occupational health and safety management systems b.2. analyse relevant workplace data, for example, incident and environmental monitoring, to identify hazards, assess risks and evaluate the effectiveness of the occupational health and safety management system b.3. assess the resources needed to establish and maintain occupational health and safety management systems, including a range of risk control measures
4. Resource implications	<ul style="list-style-type: none"> a. Access to occupational health and safety legislation, regulations and codes of practice b. Access to enterprise OH&S policies and procedures c. Access to support personnel, engineering controls and personal protective equipment d. Access to relevant work areas for identification of hazards and control measures
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. negotiating with staff, contractors and others to implement OH&S procedures a.7. monitoring and reporting on hazards and risk management a.8. recommending improvements to work systems b. Recognises and appropriately deals with cultural differences in the workplace, including modes of behaviour and interactions among staff and others
6. Context for assessment	<ul style="list-style-type: none"> a. This unit should be assessed by a combination of workplace (or a realistic simulation) and off-the-job assessment. The context of assessment should ensure that evidence relating to the contingency management component (ability to deal with irregularities and breakdowns) of competency can be collected. Evidence must include observation in the workplace as well as off-the-job techniques such as interviews and simulations. Conditions for simulations should: <ul style="list-style-type: none"> a.1. accurately simulate the range of operations and circumstances that managers or owners could be expected to manage in the workplace a.2. allow for discussion a.3. ensure the relevant information and documents are available b. In particular, evidence of ability to manage a range of emergencies and hazardous events may be gathered through simulations

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

LMTSMGN-01A Develop and implement a sales and marketing strategy

Field: Sales and Marketing

This unit covers the skills and knowledge required to develop and implement a sales and marketing strategy in a TCF enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Analyse business goals and market trends	<ul style="list-style-type: none"> a. Business goals and objectives are defined and analysed to assist the formulation of a marketing plan b. Market trends are researched and issues related to the enterprise are analysed
2. Establish strategic directions	<ul style="list-style-type: none"> a. Directions for marketing are assessed in line with the aims of the business plan, customer requirements, market position, objectives, opportunities and resources of the business b. Sales and marketing strategies are identified and prioritised in order to optimise sales and profit
3. Develop a sales or marketing plan	<ul style="list-style-type: none"> a. Business resources and appropriate personnel are identified and utilised to optimise effectiveness of the marketing plan b. Liaison occurs with all relevant personnel, including external specialist advice where applicable c. Marketing strategy is developed which reflects overall directions/parameters relating to the company business plan, identified long and short term objectives and budget for marketing
4. Implement and monitor sales or marketing plan	<ul style="list-style-type: none"> a. Monitoring procedures are established b. Financial data is measured and monitored against objectives to ensure progress toward target is achieved c. Implementation of the plan is monitored to establish overall performance
5. Conduct plan review	<ul style="list-style-type: none"> a. Review of the sales or marketing plan is conducted and the results assessed b. Marketing plan is modified, as necessary, to reflect the dynamics of the market place c. Reporting of review outcomes is assessed in accordance with enterprise procedures
6. Maintain records	<ul style="list-style-type: none"> a. Records of sales and marketing planning activities are maintained and reports prepared, where necessary, in accordance with enterprise procedures b. Presentations on sales and marketing plan are made at management meetings in accordance with workplace procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves development and implementation of a sales and marketing plan in a TCF enterprise b. Significant judgement is required in planning, technical or supervisory activities related to operations or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies apply to the range of activities associated with development and implementation of sales and marketing plans c. TCF sales and marketing areas for which sales and marketing plans may be developed and implemented may include: <ul style="list-style-type: none"> c.1. textiles c.2. clothing c.3. footwear c.4. products of early stage wool processing c.5. cotton c.6. hide/skin/leather products c.7. headwear and millinery c.8. canvas and sails products c.9. laundry services c.10. dry cleaning services d. Markets for products and services may be general or segmented and may include: <ul style="list-style-type: none"> d.1. local markets d.2. national markets d.3. global markets e. The competencies may relate to responsibilities which vary according to the size of enterprise and type/s of internal organisation f. Development and implementation of sales/marketing plan may include: <ul style="list-style-type: none"> f.1. analysis of business goals/market trends f.2. marketing strategy options f.3. monitoring and measuring of financial data f.4. review procedures and liaison with other departments g. Distribution channels for products/services may include: <ul style="list-style-type: none"> g.1. direct marketing g.2. chain stores g.3. niche markets g.4. internet, etc. h. Sales and marketing plans may be in electronic and hard copy format and may include: <ul style="list-style-type: none"> h.1. text h.2. tables of numeric data h.3. graphics, charts and graphs i. Software or manual project management systems may be used j. The competencies are applied under limited guidance in line with a broad plan, budget or strategy k. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills l. The competencies are used independently within substantially non-routine situations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Market research reports b. Sales information and analyses c. Statistics and reports on demographic statistics and trends d. Marketing policies and related documentation e. Organisational or external personnel f. Enterprise goals, mission and strategic objectives g. Reports on enterprise design activities and production capability
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the development and implementation of sales and marketing plans in a TCF enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of sales and marketing planning will be dependent on organisational requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Trade practice legislation b. Consumer protection legislation c. Quality standards d. Occupational health and safety legislation relevant to workplace activities e. 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. interpret and analyse goals and market trends a.2. identify, develop and prioritise sales/marketing plans/strategies a.3. optimise sales and profits a.4. monitor financial information against objectives a.5. review, analyse and modify sales and marketing strategy and/or plan to ensure objectives are met a.6. ensure workplace health and safety policies are applied work activities a.7. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the industry, including markets, local/global trends and how these impact on the enterprise a.2. enterprise products a.3. key elements of production capability in terms of its implications for a sales and marketing plan a.4. sourcing procedures a.5. range of distribution channels (e.g. direct marketing, chain stores, niche markets) a.6. SWOT analysis techniques a.7. workplace policies/procedures, structure and technical competency in relation to the sales/marketing plan a.8. reporting processes a.9. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. appraise outcomes against the company business plan b.2. identify budget parameters b.3. develop and implement promotional strategies b.4. prepare plans and reports b.5. communicate effectively within the workplace, including liaising with other departments b.6. establish or interpret procedures, where required b.7. determine report requirements and present information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated production management situations in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on production specifications, production performance, 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. managing people, processes or procedures a.2. interpreting and analysing sales and marketing data a.3. identifying contingencies a.4. completing management tasks a.5. identifying and implementing improvements a.6. ensuring safety and consumer protection standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. consumer protection policies and regulations b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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