



LMT00

Textiles, Clothing and Footwear

Training Package

Volume 16 of 19
Generic Units

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Textiles Clothing and Footwear Training Package LMT00 Version 3

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Before using this volume

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

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

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

Current version

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

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

To ensure you are complying with this requirement:

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

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

Units of competency covered in this volume

This volume contains units of competency which are relevant to most of the qualifications in this Training Package.

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'.

Different Unit Formats

This volume includes some units which have been modified and some which have been left in their Version 2 format:

Qualifications	Unit Format
Certificates I-III	Modified
Certificate IV	Version 2

The units of competency in Certificates I-III have undergone substantial modification according to DEST's requirements for the format of units of competency. These modifications have focused on template layout changes, linking of range statements to performance criteria and ensuring clear guidance is provided to achieve consistent assessment outcomes. In addition, units have been reviewed and adjusted as required to meet industry requirements for relative unit size and AQF rigour as well as coverage of new skill areas.

Generic units of Competency

LMTGN2001A Follow defined OH&S policies and procedures	1
LMTGN2002A Apply quality standards.....	5
LMTGN2003A Work in the Textiles, Clothing and Footwear industry	9
LMTGN2004A Work in a team environment	15
LMTGN2005A Perform minor maintenance	19
LMTGN2006A Perform test or inspection to check product quality	23
LMTGN2007A Select, transfer and remove materials and products	27
LMTGN2008A Coordinate work of team or section	31
LMTGN2009A Operate computing technology in a TCF workplace.....	35
LMTGN2010A Perform tasks to support production	39
LMTGN2011A Undertake carding operations.....	43
LMTGN3001A Control production in a section of a TCF enterprise	47
LMTGN3002A Organise and plan own work to achieve planned outcomes.....	51
LMTGN3003A Estimate and cost job.....	55
LMTGN3004A Grade leather	59
LMTGN3005A Plan tasks to assist production operations	63
LMTGN3006A Take responsibility for visitors and new employees	67
LMTGN5001A Participate in production planning processes	73
LMTGN5002A Coordinate quality assurance for Textiles Clothing and Footwear products and services	77
LMTGN5003A Work with international TCF supply chains	81
LMTGN6001A Develop and implement a sales or marketing plan.....	87
LMTGN6002A Manage quality system and procedures.....	91
LMTGN6003A Research and evaluate processes and products	95
LMTGN6004A Negotiate and manage contracts to produce finished design products.....	99
LMTPRGN-01A Plan and implement production within a work team.....	104
LMTPRGN-02A Coordinate or set up machine/s for product change.....	109
LMTPRGN-03A Participate in production planning processes	114
LMTPRGN-05A Participate in product engineering	119
LMTPRGN-12A Control production	124
LMTEMGN-01A Install and commission process and machine control programs	129
LMTEMGN-02A Participate in machine/product related research and development	134
LMTEMGN-03A Develop preventative maintenance schedules.....	139
LMTQAGN-03A Manage quality system and procedures	144
LMTHRGN-03A Participate in staffing processes	149
LMTHRGN-09A Implement and monitor OH&S in the workplace.....	154

LMTGN2001A Follow defined OH&S policies and procedures

Unit descriptor	This unit covers the knowledge and skills to follow defined OH&S policies and procedures relating to work being undertaken.
Prerequisites	Nil
Application	<p>The unit applies to following defined OH&S policies and procedures in order to ensure own safety and that of others in the workplace.</p> <p>Work is conducted under some supervision, usually with limited discretion, initiative and judgement on the job in own work.</p> <p>Work may include a variety of environments such as operational workplace activities, restricted spaces, hazardous, controlled or exposed conditions and day or night operations.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none">• requirements prescribed by legislation, awards, agreements and conditions of employment• standard operating procedures• work instructions• oral, written and visual communication• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output• housekeeping• tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS

PERFORMANCE CRITERIA

1 Identify and follow workplace practices for <i>hazard identification and risk control</i>	<p>1.1 <i>Hazards</i> in work area are recognised and reported to designated <i>personnel</i>.</p> <p>1.2 Workplace practices and work instructions for controlling risks are identified and followed accurately.</p> <p>1.3 <i>OH&S practices</i> and workplace practices for dealing with hazards are identified and followed.</p>
2 Apply OH&S practices to own work	<p>2.1 Employee <i>OH&S obligations</i> are identified.</p> <p>2.2 Concepts of duties of care are identified.</p>
3 Contribute to participative arrangements for management of OH&S	<p>3.1 OH&S issues are raised with <i>designated personnel</i> and relevant OH&S legislation.</p> <p>3.2 Contributions are made to <i>participative arrangements</i> for OH&S management in the workplace within workplace practices and scope of responsibilities.</p>

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Hazards may include	<ul style="list-style-type: none">chemicals, dangerous and other hazardous substancesload shifting equipment such as overhead cranes, forkliftsproduction machinery and equipmentflammable materials and fire hazardsmanual handling of materials and equipmentwaste management and disposalextremes in weather conditionsvariations in lighting levelsfloor surfaceswater hazardsaccidentstraffic flow, vehicle and equipment operationstorage areas
Hazard identification may include	<ul style="list-style-type: none">checking machinery and equipment and work area before and during workworkplace inspectionshousekeeping
Risk control may include	<ul style="list-style-type: none">isolation proceduresmachine guards and safety devicestraffic and pedestrian flow regulation
Personnel may include	<ul style="list-style-type: none">workplace personnel, site visitors, contractors, official representatives
OH&S obligations may include	<ul style="list-style-type: none">personal protective equipmentapplying duty of care to self and others in the workplace
Designated personnel may include	<ul style="list-style-type: none">OH&S officer or coordinatorhuman resourcesOH&S committee memberssupervisormanagementteam leader
Participative arrangements may include	<ul style="list-style-type: none">formal and informal meetingsOH&S committeesOH&S representativessuggestions, requests, reports and concerns put forward by employees
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">manual handling techniquesstandard operating procedures

- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • recognise and report hazards to designated personnel • accurately follow workplace procedures relevant to controlling risks in the workplace • communicate about hazards and risks in the workplace
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • rights and responsibilities of parties under OH&S legislation, regulations and codes of practice • workplace OH&S policies and procedures related to the job role or function • workplace emergency and evacuation procedures • the meaning of OH&S signs and symbols • workplace reporting procedures in regard to risks, hazards and accidents • location and use of necessary safety equipment, including personal protective equipment

- safe operating procedures for machinery and equipment
- quality standards and practices
- OH&S practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Underpinning skills**Demonstrates skills to:**

- identify and apply risk control measures
- identify and report workplace hazards
- follow workplace practices for accidents and emergency situations
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	OH&S practices are discussed with supervisor.	2
Collect, analyse and organise information	OH&S requirements are received and clarified.	2
Plan and organise activities	Work is prepared for activity according to OH&S practices.	2
Work with others and in teams	Work activities are conducted in cooperation.	2
Use mathematical ideas and techniques	OH&S outcomes are determined.	1
Solve problems	Hazards are identified and reported.	2
Use technology	Machines and equipment are used correctly.	2

LMTGN2002A Apply quality standards

Unit descriptor	This unit covers the skills and knowledge to work within a quality system and apply quality standards to work operations.
Prerequisites	Nil
Application	<p>The unit applies to assessing work activities and completed work against workplace practices and quality standards.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling

Sector	All
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ELEMENTS	PERFORMANCE CRITERIA
1 Work within a quality system	<p>1.1 Instructions and procedures are followed and duties performed according to requirements of a <i>quality system</i>.</p> <p>1.2 Impact of quality system on own work is identified.</p>
2 Assess own work	<p>2.1 <i>Concepts of product quality</i> in the workplace are identified.</p> <p>2.2 Work is continuously checked for compliance with quality standards relevant to the operation being undertaken.</p> <p>2.3 Impact of work activities on next in line process or final product outcomes is identified.</p> <p>2.4 Faulty pieces or final products are identified.</p> <p>2.5 Where required, the faults and any identified causes are recorded and reported to <i>designated personnel</i>.</p>
3 Assess quality of materials, component parts or final products	<p>3.1 Received materials, component parts or final products are checked for compliance with quality standards and specifications.</p> <p>3.2 Impact of the received materials or component parts on next in line process or final outcomes is identified.</p> <p>3.3 Materials, component parts or products are measured, if and as required, using appropriate measuring techniques.</p> <p>3.4 Faulty materials or component parts related to the operator's work are identified and isolated.</p> <p>3.5 Where required, the faults and any identified causes are recorded and/or reported to the designated personnel.</p>

- | | |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 3.6 Causes of any identified faults are investigated and addressed by corrective action or referral to designated personnel. |
| 4 Investigate causes of quality deviations | 4.1 Causes of deviations from specified quality standards for materials, component parts or final products are investigated and reported, as required, using appropriate measuring techniques. |
| | 4.2 Suitable preventative action is recommended based on workplace quality standards. |
| 5 Complete documentation | 5.1 Information on quality and other indicators of production performance is recorded. |
| | 5.2 All production processes and outcomes are recorded. |

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

- | | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quality system may include | <ul style="list-style-type: none">• quality assurance• quality control• quality inspection• quality improvement• total quality control |
| Concepts of product quality include | <ul style="list-style-type: none">• consistency in quality• producing to specification, including time requirements• meeting customer requirements |
| Designated personnel may include | <ul style="list-style-type: none">• quality assurance officer• quality inspector• supervisor• management• team leader |
| Quality standards may relate to | <ul style="list-style-type: none">• materials• component parts• final product• production processes• workplace quality standards• Australian Standards |
| Quality specifications may include | <ul style="list-style-type: none">• finish• fit• size• durability• product variations• materials• alignment• colour• damage and imperfections• fabric |

Quality checks may include	<ul style="list-style-type: none"> • visual inspection • physical measurements • checks against patterns, templates and guides
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • interpret work instructions, standards and specifications • check and measure relevant quality specifications • interpret results of quality checks in terms of specifications, patterns and work standards • take required action where standards of materials, component parts, final product or work processes are found to be unacceptable • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>

Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • relevant quality standards, policies and procedures • production processes, materials and products relevant to the workplace • characteristics of materials used in relevant production processes • relevant measurement techniques and quality checking procedures • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • carry out relevant visual inspections of materials, component parts and final products • carry out relevant physical measurements • interpret and apply defined procedures • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate within the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
 2 – Manage tasks
 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Quality system is described.	2
Collect, analyse and organise information	Questions are used to source information on quality standards.	2
Plan and organise activities	Production sequence is identified.	1
Work with others and in teams	Work activities are conducted in cooperation with others.	2
Use mathematical ideas and techniques	Materials, component parts or products are measured.	1
Solve problems	Faults are identified and reported.	2
Use technology	Machines and equipment are used correctly.	2

LMTGN2003A Work in the Textiles, Clothing and Footwear industry

Unit descriptor	This unit covers the skills and knowledge to identify key production processes within a Textiles, Clothing and Footwear (TCF) sector.
Prerequisites	Nil
Application	<p>The unit applies to all sectors in the TCF industry. It may be applied to a specific sector but must include production processes and flow of product from raw materials through to distribution.</p> <p>The unit applies to working in the TCF industry and includes identification of applicable legislation, guidelines and workplace practices for the relevant sector.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS

PERFORMANCE CRITERIA

1 Identify key industry representatives	1.1 Relevant TCF sectors are identified. 1.2 Industry representatives and their roles are identified.
2 Identify relevant legislation and guidelines	2.1 Relevant legislation and guidelines common to employment within TCF sector are identified. 2.2 Rights, responsibilities and legal obligations are identified. 2.3 Concepts of product quality in workplace are identified. 2.4 Employability skills for workplace production are identified.
3 Identify production processes and supply chains	3.1 Workplace materials are identified. 3.2 Workplace production processes for converting materials into products are identified. 3.3 Workplace supply chains for products are identified.
4 Describe workplace processes	4.1 Workplace practices are identified. 4.2 Key activities of workplace are described. 4.3 Key personnel and their roles are identified. 4.4 OH&S practices are identified.

4.5 Workplace areas or departments and their role in the production process are identified.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Relevant TCF sectors may include

- Relevant sectors are those which relate to overlap or are part of the supply chain to the workplace and may include:

Textile Production
Early Stage Wool Processing
Cotton Ginning
Textile Fabrication
Clothing Production
Headwear/Millinery
Footwear Production
Footwear Repair
Leather Goods Production
Hide, Skin and Leather
Laundry Operations
Dry Cleaning Operations
TCF Mechanic/Technician
Medical Grade Footwear
Technical Textiles and Nonwovens
Fashion Design and Technology

Industry representatives may include

- industry associations
- unions
- relevant legislative bodies governing OH&S, environmental protection, anti-discrimination

Legislation and guidelines may include

- OH&S
- anti-discrimination
- equal employment opportunities
- workplace diversity
- freedom of information
- environmental guidelines
- industrial relations awards
- Australian Standards

Concepts of product quality include

- consistency in quality
- producing to specification, including time requirements
- meeting customer requirements

Employability skills include

- ability to work in teams
- ability to solve problems
- ability to communicate in the workplace
- using initiative and enterprise

	<ul style="list-style-type: none"> • using technology • ability to plan and organise • ability to manage self • ability to learn work-related skills and knowledge
Materials include	<ul style="list-style-type: none"> • natural and synthetic fibres and fabrics • animal hides • components such as buttons and zips
Supply chains includes	<ul style="list-style-type: none"> • concept of product flow from raw materials to production, distribution, marketing and sale • customers and suppliers
Key personnel may include	<ul style="list-style-type: none"> • supervisor or team leader • production staff and operators • management and specialist support staff • unions or industry associations or representatives • OH&S representatives
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • recognise key industry sectors • identify workplace practices and processes • describe concepts of supply chains • describe concepts of quality • identify relevant legislation
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices

	<ul style="list-style-type: none">• recording and reporting accidents and incidents• assessing operational readiness of equipment• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units. Plant visit or work placement is required.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none">• key industry and workplace processes and representatives• applicable legislation• industry terminology and acronyms• quality standards and practices• OH&S practices, including hazard identification and control measures• workplace practices• recording and reporting practices
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none">• identify key industry and workplace processes and representatives• access information as required• question and make inquiries• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material• maintain accurate records• communicate within the workplace• sequence operations• meet specifications• clarify and check task-related information• carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
- 2 – Manage tasks
- 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Key industry sectors are described.	1
Collect, analyse and	Questions are used to source information.	1

organise information

Plan and organise activities	Operation sequence for workplace product is identified.	1
Work with others and in teams	Key representatives in workplace are identified.	1
Use mathematical ideas and techniques	Scope and approximate quantity of production requirements for workplace are identified.	1
Solve problems	Consequences of poor quality product are identified.	1
Use technology	Production techniques for product are identified.	1

LMTGN2004A Work in a team environment

Unit descriptor	This unit covers the skills and knowledge to work in a team environment.
Prerequisites	Nil
Application	<p>The unit applies to working in a team environment in a variety of environments including restricted space and hazardous, controlled or exposed conditions.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team-related activities.</p> <p>The application of this unit is in accordance with OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling

Sector All

ELEMENTS	PERFORMANCE CRITERIA
1 Determine team role and scope	<p>1.1 Role and scope of team is identified from available information.</p> <p>1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources.</p>
2 Identify own role and responsibility within team	<p>2.1 Own role and responsibilities within team environment are identified.</p> <p>2.2 Roles and responsibility of other team members are identified and recognised.</p> <p>2.3 Reporting relationships within team and external to team are identified.</p>
3 Participate in team planning	<p>3.1 Team work plans are contributed to..</p>
4 Operate as a team member	<p>4.1 Effective and appropriate forms of communication are used and interactions are undertaken with team members who contribute to known team activities and objectives.</p> <p>4.2 Effective and appropriate contributions are made to complement team activities and objectives, based on own skills and competencies.</p> <p>4.3 Team agreed reporting lines are followed.</p> <p>4.4 OH&S practices are followed.</p>

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

OH&S practices

OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence

Demonstrates skills and knowledge to:

- locate, interpret and apply relevant information
- operate in a team to complete workplace activity
- work effectively with others
- convey information in written or oral form
- select and use appropriate workplace language
- follow designated work plan for the job
- apply OH&S practices in work operations

Consistency in performance

Consistently applies skills and knowledge when:

- organising work
- completing tasks according to instructions
- working systematically with attention to detail
- identifying improvements and avoiding damage
- using workplace practices
- using OH&S practices
- recording and reporting accidents and incidents
- assessing operational readiness of equipment
- recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions

Resource implications

Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace

Context for assessment	practices and OH&S practices. Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> • operation of work systems, equipment and management, site and organisational operating procedures • impact of job on workplace and team and individual performance • ways to provide support to other team members • ways to modify activities depending on team requirements and workplace contexts • appropriate communications, consistent with the culture of the workplace • ways to handle performance issues • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"> • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate within the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
- 2 – Manage tasks
- 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Team activities are discussed with team members.	2
Collect, analyse and organise information	Roles and responsibilities of team members are identified.	2
Plan and organise activities	Production activities for team are identified.	2
Work with others and in	Work activities are carried in cooperation with others.	2

teams

Use mathematical ideas and techniques	Outcomes of team performance are identified.	1
Solve problems	Poor team performance is identified.	2
Use technology	Equipment is used efficiently within the work team.	2

LMTGN2005A Perform minor maintenance

Unit descriptor	This unit covers the skills and knowledge to provide minor maintenance of production machines.
Prerequisites	Nil
Application	<p>The unit applies to the checking of machine performance and the undertaking minor adjustments to production machines.</p> <p>Work involves limited discretion, initiative and judgement on the job in own work, including liaison with specialist mechanics and technicians.</p> <p>Work may be conducted in a variety of environments, such as operational workplace activities, restricted space and hazardous, controlled or exposed conditions.</p> <p>Work may be undertaken on a range of machines that may include microprocessor or computer controls..</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All
ELEMENTS	PERFORMANCE CRITERIA
1 Operate machine and assess performance	<p>1.1 Machine is started and stopped according to manufacturer requirements.</p> <p>1.2 Machine operation is monitored to ensure correct procedures are assessed and product meets quality standards.</p> <p>1.3 Problem with machine is identified and reported.</p>
2 Rectify minor machine fault	<p>2.1 Minor machine and associated equipment and tool faults are identified and addressed where necessary to meet specified requirements, and are reported.</p> <p>2.2 Major machine or product faults are identified and documented, and appropriate personnel informed.</p> <p>2.3 Machine maintenance records and other documentation are accurately completed.</p>
3 Clean and lubricate machine	<p>3.1 Machine is cleaned according to <i>OH&S practices</i> and schedules, and manufacturer cleaning instructions.</p> <p>3.2 Machine is lubricated according to workplace requirements and schedules, and manufacturer lubricating instructions.</p>

4 Check machine operation**4.1 Machine is checked to ensure correct operation.****RANGE STATEMENT**

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are defined in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

OH&S practices

OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence

Demonstrates skills and knowledge to:

- operate machines correctly
- monitor machine performance against machine specifications
- make minor adjustments
- complete records accurately and completely
- apply OH&S practices in work operations

Consistency in performance

Consistently applies skills and knowledge when:

- organising work
- completing tasks according to instructions
- working systematically with attention to detail
- identifying improvements and avoiding damage
- using workplace practices
- using OH&S practices
- recording and reporting accidents and incidents
- assessing operational readiness of equipment
- recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions

Resource implications

Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.

Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> • procedures and guidelines for safe operation of machines • typical fault conditions and related fault finding procedures • basic machine maintenance and repair techniques • technical specifications manuals • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"> • assess operating performance of machine • start and stop machines according to specifications • monitor machine operations, including machine production readings • recognise fault conditions • rectify minor machine faults or problems as required • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate within the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Maintenance records and documentation are completed.	1
Collect, analyse and organise information	Questions are used to source information on machines or production.	2
Plan and organise activities	Maintenance activities are planned and scheduled.	2
Work with others and in	Work operations are carried out in cooperation with others.	2

teams

Use mathematical ideas and techniques	Lubricants for machines are identified and quantities calculated.	1
Solve problems	Faults are identified and reported.	2
Use technology	Machines and equipment are used efficiently.	2

LMTGN2006A Perform test or inspection to check product quality

Unit descriptor	This unit covers the skills and knowledge to test or inspect product quality.
Prerequisites	Nil
Application	<p>The unit applies to periodic testing or inspection of raw materials or finished products as part of the production process.</p> <p>Limited discretion, initiative and judgement may be demonstrated on the job in own work, either individually or in a team environment. Work may be conducted in a variety of environments i.e. operational workplace activities, restricted space, hazardous controlled or exposed conditions</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS	PERFORMANCE CRITERIA
1 Prepare for test or inspection	1.1 Appropriate materials or samples are selected. 1.2 Equipment is selected, prepared and calibration confirmed.
2 Perform test or inspection	2.1 Samples are tested against specified standards according to required quality standards and using prescribed testing or inspection procedures. 2.2 Checks are assessed.
3 Record and report result	3.1 Data collected is converted into a form suitable for interpretation where required. 3.2 Outcomes are reported and appropriate personnel advised. 3.3 Result is recorded.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Test or inspection may include	<ul style="list-style-type: none">• visual checking, colour matching, weighing, height, weight, thickness measuring, moisture measuring, measuring rubbing fastness, stretch, wear, cracking, colour, gloss, softness, handle, texture, light and colour fastness, heat fastness, tensile characteristics, flexibility
Equipment may include	<ul style="list-style-type: none">• purpose built, and general test or inspection equipment related to the particular requirements
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none">• clarify and confirm requirements• select appropriate materials• ensure machines are calibrated, adjusted and operated correctly• conduct quality inspection and testing of samples• apply OH&S practices in work operations• record and report results accurately
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none">• organising work• completing tasks according to instructions• working systematically with attention to detail• identifying improvements and avoiding damage• using workplace practices• using OH&S practices• recording and reporting accidents and incidents• assessing operational readiness of equipment

	<ul style="list-style-type: none"> recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> inspection and testing processes test equipment and its operation setting and adjustment requirements characteristics of materials recording and reporting procedures quality standards and practices OH&S practices, including hazard identification and control measures workplace practices recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> interpret technical data set and operate test and inspection equipment and tools test and inspect samples apply safety practices interpret and apply established procedures document, assess and transfer information read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material maintain accurate records communicate within the workplace sequence operations meet specifications clarify and check task-related information carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
- 2 – Manage tasks
- 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
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Communicate ideas and information	Outcomes of test are reported.	2
Collect, analyse and organise information	Test information is recorded and analysed.	2
Plan and organise activities	Equipment is prepared for testing and inspection.	2
Work with others and in teams	Testing activities are conducted in cooperation with others.	2
Use mathematical ideas and techniques	Required materials for testing and inspection are determined.	2
Solve problems	Testing problems or faults are identified and reported.	2
Use technology	Testing equipment is used effectively.	2

LMTGN2007A Select, transfer and remove materials and products

Unit descriptor	This unit covers the skills and knowledge to select, transfer and remove materials and products in support of the production processes.
Prerequisites	Nil
Application	<p>The unit applies to selection, transfer and removal of materials and products to support the production process.</p> <p>Discretion, initiative, judgement must be demonstrated on the job in own work. Work may be conducted in a variety of environments such as operational workplace activities, restricted space, hazardous, controlled or exposed conditions.</p> <p>This unit does not cover the use of a forklift. If forklifts are used, then LMTWDGN-01A Operate load shifting equipment should be selected.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS

PERFORMANCE CRITERIA

1 Determine requirements	<p>1.1 Requests are received or requirements are confirmed.</p> <p>1.2 Tasks are organised, confirmed and recorded according to specified procedures.</p> <p>1.3 Personal and other safety equipment, where needed, is selected, checked and used correctly according to OH&S practices.</p> <p>1.4 Appropriate equipment for transferring materials is identified and organised.</p>
2 Select materials and products	<p>2.1 Documentation is interpreted correctly and, where appropriate, codes and references indicating source, customer, storage location or batch are correctly identified.</p> <p>2.2 Materials or products to be loaded or unloaded are identified and selected.</p> <p>2.3 Non-conforming materials and products are reported, and documented.</p> <p>2.4 Transfer and store documentation is updated.</p>

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|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 Load, unload and transfer materials or products | 3.1 Materials are loaded and unloaded using suitable equipment (other than by forklift) according to materials handling requirements, safe work practices and correct manual handling techniques. |
| | 3.2 Materials are transferred to correct destination. |
| | 3.3 Environmental requirements and procedures concerned with waste, pollution, and recycling of materials are correctly applied at all stages of the process. |
| 4 Complete documentation | 4.1 Documentation associated with tasks is accurately completed. |

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

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| Tasks may include | <ul style="list-style-type: none">• transporting and transferring materials or waste• loading, feeding, unloading, transporting materials or equipment• selection and storage of materials, products, equipment• completion of records and documentation• housekeeping |
| Equipment may include | <ul style="list-style-type: none">• hand and power tools• pallet truck, hand trolleys• overhead cranes |
| OH&S practices | <p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices |

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

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| Critical aspects of evidence | Demonstrates skills and knowledge to: <ul style="list-style-type: none">• interpret work orders• identify and locate materials and products• handle materials and products• load/unload and transport materials and products |
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	<ul style="list-style-type: none"> • clean equipment, machines and work environment • document work and maintain records as required • apply OH&S practices in work operations
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • use of products and materials • procedures to handle products and materials • procedures to use required equipment • despatch and receipt procedures • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • load and unload materials • identify and select relevant materials and products • interpret and apply established procedures • document and transfer information • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate within the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Required documentation is completed correctly.	2
Collect, analyse and organise information	Task requirements are received and discussed with supervisor.	2
Plan and organise activities	Sequence of work activities is planned.	2
Work with others and in teams	Work activities are conducted in cooperation with others.	2
Use mathematical ideas and techniques	Loads are calculated.	2
Solve problems	Faults are identified and reported.	2
Use technology	Machines and equipment are used effectively.	2

LMTGN2008A Coordinate work of team or section

Unit descriptor	This unit covers the skills and knowledge to coordinate work of a team or section.
Prerequisites	Nil
Application	<p>The unit applies to coordination and monitoring of the work of a team or section.</p> <p>Work requires discretion, initiative and judgement on the job in own work. Work may be conducted in a variety of environments, such as operational workplace activities, restricted space, and hazardous, controlled or exposed conditions.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS	PERFORMANCE CRITERIA
1 Plan and coordinate work schedules	<p>1.1 Tasks, jobs and work priorities are confirmed with supervisor or manager.</p> <p>1.2 Tasks are assigned to team, section and individuals.</p> <p>1.3 Priority of tasks is communicated to team, section or individuals.</p> <p>1.4 Materials are organised to meet work requirements.</p>
2 Monitor performance and quality	<p>2.1 Required work standard is communicated to team, section or individuals to ensure understanding of task requirements.</p> <p>2.2 Standard of performance, including quality standards, of team, section or individuals, is monitored to ensure achievement of outcomes and is reported.</p> <p>2.3 Instruction and support are provided, as required, in order to achieve standards and outcomes.</p> <p>2.4 Proposals for improvements to work processes, efficiency and organisation are communicated and reported to appropriate personnel.</p>
3 Monitor application of OH&S	<p>3.1 Implementation of OH&S and environmental standards and procedures are monitored to achieve safety standards and requirements in the workplace.</p> <p>3.2 Proposals for prevention or correction of problems are identified and</p>

- communicated and reported to appropriate personnel, according to ***OH&S practices***.
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|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 Communicate with work team, section, individuals | <p>4.1 All information affecting work, including OH&S and quality standards is explained logically in an easily understood manner to individuals and teams, as required.</p> <p>4.2 Feedback from team, section members and individuals is sought to assist in effective operation of team or section.</p> |
| 5 Report work of team or section | <p>5.1 Reports and documentation on team or section performance and outcomes are provided to line supervisor and management, as required.</p> <p>5.2 Team or section performance and outcomes, which impact on operations of other sections, are communicated effectively and promptly, as required, to appropriate personnel.</p> |

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Appropriate personnel may include

- line supervisor or manager
- team or section leaders
- supervisors or managers in other sections
- technical specialists

OH&S practices

OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • organise work tasks, work processes and staff • meet efficiency standards • advise appropriate ways of correcting non-compliance and inefficiencies • apply techniques to monitor work
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	<ul style="list-style-type: none"> • apply OH&S practices in work operations • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • production and workflow system in the team • factors and constraints that impact on effective workflow • effective work methods to achieve production objectives and timelines • methods for monitoring and coordinating the use of resources • quality assurance standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • prioritise resources (machines, staff, materials and production processes) • allocate work to team or section members • identify and report problems with workflow • maintain and update monitoring procedures • analyse and record results according to workplace practices • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate within the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
- 2 – Manage tasks
- 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	All information affecting work is communicated with the team.	2
Collect, analyse and organise information	Team work schedules are planned and coordinated.	2
Plan and organise activities	Team activities are determined.	3
Work with others and in teams	Production operations are conducted in cooperation with others.	3
Use mathematical ideas and techniques	Production outcomes for team are determined.	2
Solve problems	Poor team performance is identified.	2
Use technology	Machines and equipment are used effectively by team.	2

LMTGN2009A Operate computing technology in a TCF workplace

Unit descriptor	This unit covers the skills and knowledge to computing technology.
Prerequisites	Nil
Application	<p>The unit applies to identifying the types and sources of information required, and using computing technology to access, input and store information. The equipment may include computers and other equipment based on computing technology. Impact of technology use must be related to work role.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS	PERFORMANCE CRITERIA
1 Determine work requirements	1.1 Type of work to be performed is determined. 1.2 Required technology is identified. 1.3 <i>Software applications</i> to be used are identified. 1.4 Data input or <i>information sources</i> to be used are identified.
2 Use technology	2.1 Ergonomic conditions are established. 2.2 Key features of technology are identified. 2.3 Technology is started up and shut down. 2.4 Technology is used according to <i>OH&S practices</i> . 2.5 Assistance is accessed if required. 2.6 Impact of technology use is explained and related to the work role.
3 Select and use program features	3.1 Software application menus are navigated to access information. 3.2 Information or data is entered, changed or removed as required. 3.3 Information or data is saved and stored. 3.4 Key features of software application are identified.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Software applications may include	<ul style="list-style-type: none">• word processing• email programs• internet browsers• spreadsheets• specialised programs
Information sources may include	<ul style="list-style-type: none">• job specifications• manufacturer manuals• patterns and specifications, including materials to be used• machine settings• Australian Standards• quality documentation• customer documentation• diagrams, log books• hard and soft copy• key personnel, supervisors, trainers, colleagues
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none">• access and use technology• navigate software applications• enter, change and delete information or data• use technology according to ergonomic practices• apply OH&S practices in work operations
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Consistency in performance	<ul style="list-style-type: none"> • relate the application of computing technology to work role <p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • functions and capabilities of computing technology used in the work role • impact of technology use on the work role • functions of software applications • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • enter and retrieve data using appropriate software applications • use numerical operations • use required computer and program functions • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate within the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Work requirements are checked with appropriate personnel.	1
Collect, analyse and organise information	Data entry requirements are determined from information sources or product specifications.	1
Plan and organise activities	Software menus are used to navigate systems.	1
Work with others and in teams	Information to be entered is received from other members of the team.	1
Use mathematical ideas and techniques	Data entry calculations are made.	1
Solve problems	User problems are resolved with assistance.	1
Use technology	Technology is used to perform work functions.	1

LMTGN2010A Perform tasks to support production

Unit descriptor	This unit covers the skills and knowledge to perform tasks to support production.
Prerequisites	Nil
Application	<p>The unit applies to a range of manual tasks that support production processes. Production support tasks include cleaning and housekeeping, assisting in loading, feeding and unloading of transporting equipment, storing materials, and recording and documenting.</p> <p>Work may be conducted in a variety of environments, including operational workplace activities, restricted space and hazardous, controlled or exposed conditions.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling

Sector All

ELEMENTS	PERFORMANCE CRITERIA
1 Perform general cleaning duties	<p>1.1 Cleaning duties are clarified to establish requirements.</p> <p>1.2 Personal safety equipment, where needed, is selected and used correctly according to <i>OH&S practices</i>.</p> <p>1.3 Appropriate cleaning equipment for specific tasks is determined, prepared and used.</p> <p>1.4 Procedures for handling, storage and disposal of cleaning liquids are implemented according to manufacturer specifications.</p> <p>1.5 Cleaning is assessed against housekeeping requirements.</p>
2 Perform general production-related duties and tasks	<p>2.1 Tasks are performed as directed and clarified, where required, to establish requirements.</p> <p>2.2 Required <i>equipment and tools</i> are organised, and checked to confirm good working condition.</p>
3 Assist in transfer or removal of materials or products where	<p>3.1 Requests are received and, where relevant, tasks are organised, confirmed and recorded according to specified procedures.</p> <p>3.2 Assistance is provided in transfer or removal of materials or products as</p>

required	required.
	3.3 Appropriate methods and manual handling techniques are used.
4 Complete documentation	4.1 Documentation associated with tasks, where relevant, is accurately completed.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Equipment and tools may include	<ul style="list-style-type: none">• cleaning equipment• chemicals and detergents• use of hand tools• pallet truck• hand trolleys
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none">• undertake basic production tasks• handle materials and products• clean equipment, machines and work environment• document work and maintain records as required• apply OH&S practices in work operations
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none">• organising work• completing tasks according to instructions• working systematically with attention to detail• identifying improvements and avoiding damage

	<ul style="list-style-type: none"> • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • procedures and requirements for cleaning and housekeeping • use of products and materials • maintenance planning and workplace practices • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • use and dispose of a range of chemical cleaning agents, sealants and lubricants, where required • interpret and apply established procedures • document and transfer information • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate within the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
- 2 – Manage tasks
- 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
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Communicate ideas and information	Task procedures are discussed with supervisor.	1
Collect, analyse and organise information	Task requirements are received and clarified.	1
Plan and organise activities	Work is prepared for activity.	1
Work with others and in teams	Activities are conducted to support others.	2
Use mathematical ideas and techniques	Cleaning solutions are used to correct dilutions.	1
Solve problems	Faults are reported to the supervisor.	1
Use technology	Equipment is used effectively and safely.	1

LMTGN2011A Undertake carding operations

Unit descriptor	This unit covers the skills and knowledge to undertake carding operations to process fibres for spinning operations or nonwoven web forming operations
Prerequisites	Nil
Application	<p>The unit applies to the preparation, operation, monitoring and adjusting of carding machines and equipment used to process fibres. Fibres may be natural or synthetic to be used in woven, knitted, tufted and nonwoven products.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS

PERFORMANCE CRITERIA

1 Set up machine and load fibres	<p>1.1 Production specifications are checked to identify requirements for carding.</p> <p>1.2 Raw fibres are received and set up for loading into feed sheet.</p> <p>1.3 Carding machine is set for operation.</p> <p>1.4 Non-conforming materials are reported.</p> <p>1.5 Area around machine is cleaned during and on completion of setting and loading.</p>
2 Operate and monitor carding machine	<p>2.1 Carding machine is started and stopped according to manufacturer requirements and <i>OH&S practices</i>.</p> <p>2.2 <i>Machine and equipment</i> is monitored to ensure correct operation.</p> <p>2.3 Blending is monitored to ensure blending consistency and feed uniformity.</p> <p>2.4 Carding operation is monitored to ensure correct feed rate and quality of web offtake.</p> <p>2.5 <i>Waste</i> is sorted.</p> <p>2.6 Environmental requirements and procedures concerned with waste, pollution and recycling of materials are correctly applied at all stages of the process.</p>

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| | 2.7 Minor product process and machine faults are identified and corrected where necessary to meet specified requirements. |
| | 2.8 Major machine faults are reported. |
| 3 Remove carded fibres from machine | 3.1 Carded fibres are checked against quality standards. |
| | 3.2 Carded fibres are unloaded or removed according to manufacturer specifications and workplace practices. |
| | 3.3 Carded fibres are sent for despatch or further processing. |
| | 3.4 Area is cleaned to ensure work environment is maintained in a safe and productive manner. |
| 4 Complete records | 4.1 Production records and other documentation are accurately completed. |

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

OH&S practices

OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

Machine and equipment may include

- burr handling systems
- air filtration equipment
- carding machine
- doffer waste system
- blending systems
- compressed air

Waste may include

- processed burr
- contaminants
- processed sweepings
- machine waste

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of

Demonstrates skills and knowledge to:

evidence	<ul style="list-style-type: none"> • check machine settings to meet production requirements • operate and monitor carding machine involving defined procedures and methods • make minor adjustments • check product samples against standards • load and unload products according to workplace practices and production requirements • complete records accurately and completely • apply OH&S practices in work operations
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • procedures and guidelines for safe operation of carding machine • typical fault conditions and related fault finding procedures • blending and carding processes • air filtration and waste management systems • machine maintenance and repair techniques • technical specifications manuals • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • check machine safety equipment and report any faults • prepare fibre for carding • load and unload materials according to machine and workplace practices • start and stop machines according to specifications • monitor machine operations, including machine production readings • recognise, rectify and report machine faults or problems as

required

- clean machines as required
- check machine maintenance records
- recognise fault conditions
- confirm compliance to operational specifications
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

KEY COMPETENCIES

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Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Production specifications are entered into the machine.	2
Collect, analyse and organise information	Production outcomes are recorded.	2
Plan and organise activities	Fibre is prepared for carding operations.	1
Work with others and in teams	Tasks are completed in team environment.	2
Use mathematical ideas and techniques	Bobbin requirements are identified.	1
Solve problems	Faults are recognised and addressed.	2
Use technology	Machine is used efficiently and safely.	2

LMTGN3001A Control production in a section of a TCF enterprise

Unit descriptor	This unit covers the skills and knowledge to control operations within a section of a TCF enterprise, to ensure production is efficient and meets established targets.
Prerequisites	Nil
Application	<p>The unit applies to scheduling activities, allocation of resources, monitoring productivity and addressing obstacles to efficiency. It applies to an area of production within an enterprise and within established guidelines.</p> <p>Work would be conducted largely independently and with accountability for own results, including, carrying out assigned tasks, coordinating processes, and setting and working to deadlines.</p> <p>Work may be self-directed and unsupervised.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS	PERFORMANCE CRITERIA
1 Identify requirements for efficient production	<p>1.1 Machine operations, staff, resources and production processes within work area are identified.</p> <p>1.2 Production targets for work area are identified.</p> <p>1.3 Quality standards and <i>OH&S practices</i> for work area are identified.</p> <p>1.4 <i>Key conditions</i> affecting production are identified.</p> <p>1.5 Supply and <i>production scheduling</i> requirements for area are identified.</p>
2 Monitor and assess production efficiency	<p>2.1 Compliance to specified requirements is checked to ensure efficiency is maintained.</p> <p>2.2 Non-compliance is identified, reported or recorded and investigated to determine causes.</p> <p>2.3 Production outcomes are assessed against targets.</p> <p>2.4 Ongoing monitoring activities are implemented to assess production efficiency.</p>
3 Control production	<p>3.1 Production standards are set or interpreted to meet production targets.</p>

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| to achieve efficiency targets | 3.2 Corrective or preventative action is recommended and implemented. |
| | 3.3 Targets and procedures are communicated to relevant personnel in a logical and easily understood manner. |
| | 3.4 Supply of resources is managed and ensured as required. |
| | 3.5 Maintenance of machinery is scheduled as required. |

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

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| Key conditions may include | <ul style="list-style-type: none">• seasonal• employment patterns• skill availability• industry influences• influences on raw materials quality or availability• safety issues |
| Production schedules may apply to | <ul style="list-style-type: none">• daily or production runs, including repetitive production runs, short runs and quick changes |
| OH&S practices | <p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices |

EVIDENCE GUIDE

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| Critical aspects of evidence | <p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none">• organise machine operations, staff and production processes• meet production processes efficiency standards• implement appropriate ways of correcting non-compliance and inefficiencies• apply techniques to monitor production work• monitor changes to production processes• apply OH&S practices in work operations |
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	<ul style="list-style-type: none"> • check production outputs against specifications • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • production and workflow system in the workplace • factors and constraints that impact on effective workflow • ways of controlling factors and constraints • cost effective work methods to achieve production objectives and timelines • methods for monitoring and controlling the use of resources • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • interpret workflow plans • schedule and prioritise resources (machines, staff, materials and production processes) • clarify and communicate tasks, roles and responsibilities • allocate work for team members • identify and report problems with workflow • establish, maintain and update monitoring procedures • identify and interpret product specifications • set and adjust machines according to workplace practices • select, organise and weigh raw materials • analyse and record results according to workplace practices • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material

- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Production requirements are discussed and confirmed.	3
Collect, analyse and organise information	Production monitoring data is collected and analysed.	3
Plan and organise activities	Supply and production scheduling requirements are identified.	3
Work with others and in teams	Non-compliance with quality standards is discussed with relevant others.	2
Use mathematical ideas and techniques	Production outcomes are determined and assessed against targets.	2
Solve problems	Non-compliance is identified, reported or recorded and investigated to determine causes.	3
Use technology	Machines and equipment are used efficiently.	3

LMTGN3002A Organise and plan own work to achieve planned outcomes

Unit descriptor	This unit covers the skills and knowledge to organise and plan own work to achieve planned outcomes.
Prerequisites	Nil
Application	<p>The unit applies the planning, organising and coordination of production operations.</p> <p>Work involves working largely independently and being accountable for own results, including carrying out assigned tasks, coordinating processes and setting and working to deadlines.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All
ELEMENTS	PERFORMANCE CRITERIA
1 Confirm and interpret work requirements	1.1 Work requirements are confirmed with relevant personnel. 1.2 Work requirements are interpreted.
2 Develop personal work plan	2.1 Steps required to complete work are identified and confirmed with other personnel. 2.2 Quality requirements are confirmed and interpreted. 2.3 Critical deadlines, outcome objectives and sequence of operations are established and documented.
3 Communicate with relevant personnel	3.1 Relevant personnel are identified and contacted. 3.2 Operation plan is confirmed or altered.
4 Access resources	4.1 Specified resources are identified and accessed according to work plan.
5 Coordinate work	5.1 Work is assessed according to planned steps and quality criteria. 5.2 Work is regularly checked against specifications, established deadlines and identified quality standards and action is taken to rectify work which is not according to requirements. 5.3 Problems are identified and investigated. 5.4 Problems are rectified or reported

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| 6 | Keep records of work | 6.1 | Record system is established. |
| | | 6.2 | Records are kept according to record system procedures. |
| 7 | Implement OH&S practices | 7.1 | <i>OH&S practices</i> are identified and followed. |
| | | 7.2 | Action is taken according to OH&S practices to prevent accidents and to eliminate risks to personal safety. |

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

OH&S practices OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

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| Critical aspects of evidence | Demonstrates skills and knowledge to: <ul style="list-style-type: none">• confirm and interpret work specifications• establish and apply required quality procedures and required work steps• organise and set up workstation• identify and deal with problems arising in own work• coordinate own work• set and work to deadlines• apply OH&S practices in work operations• maintain accurate records |
| Consistency in performance | Consistently applies skills and knowledge when: <ul style="list-style-type: none">• organising work• completing tasks according to instructions• working systematically with attention to detail• identifying improvements and avoiding damage• using workplace practices |

	<ul style="list-style-type: none"> • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • production processes • operating procedures for production machines • characteristics of typical materials and products used in production • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • handle, receive and assemble materials and products • solve problems in own work • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate within the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
- 2 – Manage tasks
- 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Production information and records are kept.	3
Collect, analyse and	Work requirements are received and clarified.	3

organise information

Plan and organise activities	Individual work plan is developed.	3
Work with others and in teams	Work activities are conducted in cooperation with others.	2
Use mathematical ideas and techniques	Production deadlines are calculated.	2
Solve problems	Problems are identified, rectified or reported.	3
Use technology	Machines and equipment are used effectively for production.	3

LMTGN3003A Estimate and cost job

Unit descriptor	This unit covers the skills and knowledge to estimate materials, labour and time requirements and establish costs for products and services.
Prerequisites	Nil
Application	<p>The unit applies to the estimating and costing of products and services.</p> <p>Discretion, initiative and judgement must be demonstrated on the job, either individually or in a team environment. Work may involve referral of matters to other workplace personnel. Work is undertaken according to established procedures involving a range of products, equipment and installation sites</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS	PERFORMANCE CRITERIA
1 Gather information	<p>1.1 Details of customer requirements are obtained through discussion with customer or from information supplied.</p> <p>1.2 Details of products and services to be provided are developed.</p> <p>1.3 Delivery point and methods of transportation are determined where necessary.</p> <p>1.4 Details are recorded.</p>
2 Estimate materials, labour and time	<p>2.1 Types and quantities of materials required for work are estimated.</p> <p>2.2 Labour requirements to perform required services are estimated.</p> <p>2.3 Time requirements to perform required services are estimated.</p>
3 Calculate costs	<p>3.1 Total materials costs and labour costs are calculated.</p> <p>3.2 Total job cost is calculated, including overheads and mark-up percentages.</p> <p>3.3 Final cost to customer is calculated.</p>
4 Document and verify details	<p>4.1 Details of costs and charges are documented.</p> <p>4.2 Costs, calculations and other details are verified by other enterprise personnel, as required.</p> <p>4.3 Customer quotation is prepared.</p>

4.4 Details are documented for future reference.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

OH&S practices

OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence

Demonstrates skills and knowledge to:

- interpret work orders
- interpret specifications and instructions for products and materials to be used
- estimate quantities of materials required
- determine the types and amount of labour required to complete the work
- estimate time required to complete the work
- document and communicate work-related information, including customer requirements, products, materials and labour required, costing calculations for products, materials and labour, and special conditions
- use calculators, computer programs and other aids in the estimation and cost calculation processes

Consistency in performance

Consistently applies skills and knowledge when:

- organising work
- completing tasks according to instructions
- working systematically with attention to detail
- identifying improvements and avoiding damage
- using workplace practices
- using OH&S practices

	<ul style="list-style-type: none"> • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • products and services offered by the enterprise • operating principles of products and equipment • workplace costing procedures • components of overheads costs • components of direct labour costs • workflow and manufacturing processes • basic mathematical processes • basic mathematical formulas • labour rates and approximate costs of products and materials • OH&S practices, including hazard identification and control measures • quality standards and practices • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • locate and interpret technical information about products, materials, equipment and operating procedures • identify customer requirements • calculate amounts and sizes of materials • apply hourly rates for labour and overheads • estimate production times • calculate total costs of products or services • ascertain or estimate delivery, availability and timelines • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate within the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Work specifications are established with customer.	3
Collect, analyse and organise information	Work specifications are analysed to assess work and materials requirements.	3
Plan and organise activities	Work plan is developed to meet customer specifications.	2
Work with others and in teams	Team members are engaged to undertake work plan.	2
Use mathematical ideas and techniques	Costs are calculated.	3
Solve problems	Special requirements or non-routine work is factored into cost estimates.	3
Use technology	Calculators or software programs are used to establish costs.	1

LMTGN3004A Grade leather

Unit descriptor	This unit covers the skills and knowledge to assess, grade and sort leather products to specifications and workplace standards.
Prerequisites	Nil
Application	<p>The unit applies to assessing incoming leather in terms of weight, substance, colour, shading, softness, stretch and thickness.</p> <p>Work involves involves working largely independently and being accountable for own results, including carrying out assigned tasks, coordinating processes and setting and working to deadlines.</p> <p>The unit also covers grading in relation to surface, finish, blemishes, substance and sorting skins in regard to size and shape, colour and types of defects. Calculation of allowance may be made manually or by computer.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling

Sector All

ELEMENTS	PERFORMANCE CRITERIA
1 Assess leather	<p>1.1 Sections and quality within a hide are assessed and faults or discrepancies and variance in quality of materials supplied are identified.</p> <p>1.2 Leather is assessed for use in production.</p> <p>1.3 Leather is checked against specifications.</p>
2 Grade skins	<p>2.1 Skins are graded according to workplace grading standards.</p> <p>2.2 Each hide is graded according to proportion of defects in relation to whole size.</p>
3 Sort skins	<p>3.1 Skins are sorted for their suitability for particular styles.</p>
4 Calculate allowance	<p>4.1 Allowance is calculated to workplace standards based on available materials and product.</p> <p>4.2 Leather is matched against work specifications and issued to clicker.</p>

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

OH&S practices

OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence

Demonstrates skills and knowledge to:

- plan and coordinate complicated grading operations
- prepare equipment and work before commencing operations
- apply techniques in over the full range of operations
- check work against specifications
- apply OH&S practices in work operations
- maintain accurate records

Consistency in performance

Consistently applies skills and knowledge when:

- organising work
- completing tasks according to instructions
- working systematically with attention to detail
- identifying improvements and avoiding damage
- using workplace practices
- using OH&S practices
- recording and reporting accidents and incidents
- assessing operational readiness of equipment
- recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions

Resource implications

Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.

Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> • equipment required grading operations • international and national grading standards • workplace grading standards • leather types • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"> • handle, receive and grade leather to work specifications • identify faults or discrepancies • check against specifications • grade and sort skins to workplace standards • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate within the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
- 2 – Manage tasks
- 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Grades of leather are identified.	3
Collect, analyse and organise information	Information on leather is collected and analysed to determine grade.	3
Plan and organise activities	Work area is set up with required equipment.	3
Work with others and in teams	Work is directed to the next operation.	2
Use mathematical ideas and	Allowance is calculated.	1

techniques

Solve problems	Preventative action is taken to avoid any recurrence of defective pieces.	2
Use technology	A range of equipment is used.	3

LMTGN3005A Plan tasks to assist production operations

Unit descriptor	This unit covers the skills and knowledge to assist in production planning by performing specific planning tasks.
Prerequisites	Nil
Application	<p>The unit applies to planning of tasks to assist production operations. Tasks may include the development of rosters, OH&S practices, workplace procedures, documentation practices and organisational systems.</p> <p>Work requires discretion, initiative and judgement.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS

PERFORMANCE CRITERIA

1 Clarify planning requirements	<p>1.1 Planning requirements are discussed with supervisor and work brief is confirmed.</p> <p>1.2 Timeline, jobs, and work priorities associated with planning task are confirmed with supervisor or manager.</p> <p>1.3 Workplace practices and documentation requirements associated with planning task are assessed for relevance.</p> <p>1.4 Key personnel associated with planning task are identified.</p>
2 Conduct planning task	<p>2.1 Planning task requirements are communicated to team, section or individuals as required to secure positive input.</p> <p>2.2 Previous and current work practices, organisational guidelines, documentation systems and quality standards are assessed and relevant criteria are applied to planning task.</p> <p>2.3 Planning tools and techniques are used.</p> <p>2.4 Key personnel are consulted during planning activity.</p> <p>2.5 Proposals for plan are developed to meet planning requirements.</p> <p>2.6 Planning proposal is tested with key personnel.</p>
3 Apply plan	<p>3.1 Plan is implemented.</p> <p>3.2 Implementation of plan is monitored to assess plan suitability.</p> <p>3.3 OH&S practices are integrated into plan.</p>

- 3.4 Improvements to plan are identified and applied.
- 4 Communicate plan to work team, section, individuals
- 4.1 All plan information affecting work, including OH&S practices and quality standards is explained logically in an easily understood manner to individuals and teams.
- 4.2 Feedback from team, section members and individuals is sought to assist in effective operation of team or section.
- 4.3 Plan and implementation practices are documented.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

- Planning task may include
- shift rosters
 - workplace or operation instructions and procedures
 - OH&S practices, including committee representation
 - workplace documentation
 - organisational systems
- Key personnel may include
- operations managers
 - supervisors and team leaders
 - human resources staff
 - relevant employees
- Planning tools and techniques may include
- scheduling
 - time management
 - brainstorming
 - setting goals and defined outcomes
 - prioritising
 - review and evaluation strategies
- OH&S practices
- OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:
- manual handling techniques
 - standard operating procedures
 - personal protective equipment
 - safe materials handling
 - taking of rest breaks
 - ergonomic arrangement of workplaces
 - following marked walkways
 - safe storage of equipment
 - housekeeping
 - reporting accidents and incidents
 - environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • organise work tasks, work processes and staff • meet work process efficiency standards • use suitable planning techniques • implement and monitor plan • apply OH&S policies in work operations • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • production and workflow system • factors and constraints that impact on task • effective work methods to achieve production objectives and timelines • documentation practices • quality standards and procedures • scheduling techniques • resourcing policies • general staffing levels, capabilities and application of standard times • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • prioritise work • manage time

- organise
- use planning tools
- analyse
- apply relevant arithmetic calculations
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	All information affecting work is communicated with the team.	3
Collect, analyse and organise information	Work schedules are planned and coordinated.	3
Plan and organise activities	Operational procedures are developed to meet production requirements.	3
Work with others and in teams	Plans are conducted in cooperation with others.	3
Use mathematical ideas and techniques	Relevant data is selected and used to guide planning.	3
Solve problems	Plan implementation is monitored and improvements made as possible.	2
Use technology	Computer planning tools or workplace software programs are used to develop or document plan.	3

LMTGN3006A Take responsibility for visitors and new employees

Unit descriptor	This unit covers the knowledge and skills to provide visitors and new employees with supervision required to ensure that they can conduct their activities safely and effectively.
Prerequisites	Nil
Application	<p>The unit covers the provision of introductions to people, work areas and processes relevant to the activities to be conducted by the visitor or new employee. It could be delivered within an induction context for a new employee or to meet the specific information needs of a visitor. These responsibilities are undertaken within the capacity of normal job function.</p> <p>Work may be conducted in a variety of environments such as operational workplaces, restricted spaces, hazardous, controlled or exposed conditions and day or night operations.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS	PERFORMANCE CRITERIA
1 Plan visit	<p>1.1 Objectives of visit are clarified with supervisor or <i>appropriate person</i>.</p> <p>1.2 <i>Required activities</i> and timing for visit are confirmed.</p> <p>1.3 <i>Role</i> for visit is confirmed.</p> <p>1.4 Visit is planned to meet set objectives according to workplace practices and to minimal disruption to others in the workplace.</p>
2 Receive visitor or new employee	<p>2.1 Visitor or new employee is welcomed.</p> <p>2.2 Objectives and plan for visit are confirmed or explained.</p> <p>2.3 Required documentation is completed.</p> <p>2.4 Relevant <i>personal protective equipment</i> and safety requirements are discussed with visitor or new employee and implemented as required.</p> <p>2.5 Confidentiality, security and ethical considerations relevant to visit are confirmed.</p>
3 Conduct required	<p>3.1 Required activities are conducted according to <i>OH&S practices</i>.</p>

activities	3.2 Enterprise is represented positively in all interactions.
	3.3 Visitor or new employee questions are responded to appropriately.
	3.4 Communication skills appropriate to visit are used.
4 Complete visit requirements	4.1 Documentation is completed according to requirements for visit or induction.
	4.2 Outcomes of visit or induction are checked against objectives and required activities.
	4.3 Further information or activity requirements are identified and reported to appropriate personnel.
	4.4 Further information or activity requirements are confirmed with visitor or new employee.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Appropriate person may include	<ul style="list-style-type: none">• visitor• manager• human resources personnel• operations or line managers• other workplace personnel
Role may include	<ul style="list-style-type: none">• tour guide• coach or mentor• inductor• company representative• facilitator• observer• expert• employee or team member
Required activities may include	<ul style="list-style-type: none">• introduction to staff• introduction to workplace• tour of work areas or facilities• explanation of work processes• completion of documentation• coaching or on-the-job training for job activities• explanation and implementation of safe work practices• reporting back to appropriate personnel• hazard identification
Personal protective equipment may include	<ul style="list-style-type: none">• goggles or face shields• ear plugs• safety headwear• safety boots, gloves and appropriate clothes
OH&S practices	OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the

tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

Communication skills
may include

- asking and answering questions
- active listening
- checking meaning
- clarifying
- use of tone
- appropriate use of body language
- demonstration, explanation, instruction
- selection of communication mediums, including verbal, written, visual

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of
evidence

Demonstrates skills and knowledge to:

- plan and implement appropriate activities
- welcome and positively communicate with visitor or new employee
- accurately follow workplace procedures relevant to workplace visits or inductions
- communicate about hazards and risks in the workplace

Consistency in
performance

Consistently applies skills and knowledge when:

- organising work
- completing tasks according to instructions
- working systematically with attention to detail
- identifying improvements and avoiding damage
- using workplace practices
- using OH&S practices
- recording and reporting accidents and incidents
- assessing operational readiness of equipment
- recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions

Resource
implications

Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.

Context for

Assessment may occur on the job or in an appropriately simulated

assessment	environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none">• production processes and procedures• location of materials, equipment and designated work areas• workplace emergency and evacuation procedures• organisational structure and key personnel• procedures and guidelines applicable to visitors and new employees• quality standards and practices• location and use of necessary safety equipment, including personal protective equipment• OH&S practices, including hazard identification and control measures• workplace practices• recording and reporting practices
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none">• plan workplace visits• identify and apply risk control measures• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material• maintain accurate records• communicate within the workplace• sequence operations• meet specifications• clarify and check task-related information• carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
- 2 – Manage tasks
- 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Visit objectives are confirmed and discussed with visitor or new employee.	3
Collect, analyse and organise information	Information requirements for visit are identified and prepared.	3
Plan and organise activities	Required activities are planned and prepared for implementation.	3
Work with others and in	Visit is conducted at minimal disruption to others in the	2

teams	workplace.	
Use mathematical ideas and techniques	Documentation of process outcomes is used to illustrate concepts.	2
Solve problems	Follow-up is conducted when questions cannot be answered.	3
Use technology	Equipment is used correctly.	2

LMTGN5001A Participate in production planning processes

Unit descriptor	This unit covers the skills and knowledge to participate in the development of production planning.
Prerequisites	Nil
Application	<p>The unit applies to participating in production planning processes.</p> <p>Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes. Production plans are used to guide production according to enterprise needs.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS

PERFORMANCE CRITERIA

1 Confirm production requirements	<p>1.1 Projected requirements regarding stock supplies, product quantities, quality and delivery schedules are confirmed.</p> <p>1.2 Identified issues and problems concerning projected requirements are resolved in collaboration with relevant personnel.</p> <p>1.3 Requirements for implementation of organisational systems are determined.</p>
2 Gather specific production information	<p>2.1 Specific information relating to production capacity is obtained and confirmed.</p> <p>2.2 Details of production line requirements regarding batch or run sizes and other relevant information are gathered and interpreted for use in production plan preparation.</p> <p>2.3 Resources, supply requirements, availability of machines and personnel is identified and confirmed.</p>
3 Participate in planning meetings	<p>3.1 Specific requirements for meetings are confirmed.</p> <p>3.2 Production data and other planning information is prepared.</p> <p>3.3 Information is contributed and discussed according to meeting procedures.</p> <p>3.4 Follow-up action on meeting outcomes is taken.</p>
4 Maintain records	<p>4.1 Production planning records are maintained and reports prepared,</p>

where necessary.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Organisational systems may include	<ul style="list-style-type: none">• Just In Time• VAM• quick response• quality management systems• team processes• benchmarking
Product data may include	<ul style="list-style-type: none">• plant layout• machine operating manuals and other equipment records• production data collected manually or electronically• quality specifications• drawings, sketches and other specifications
Production planning may relate to	<ul style="list-style-type: none">• establishing an overall plan for production and delivery• repetitive production runs• short runs• quick changes• a diversity of styles• indent orders• stock services replenishment
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	Demonstrates skills and knowledge to: <ul style="list-style-type: none">• confirm requirements for production
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	<ul style="list-style-type: none"> • assemble and interpret specific production information • identify resources, supply requirements, machines, personnel • contribute to interchange of information at planning meetings • apply OH&S practices in production operations • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • production processes, products and machines • an understanding of work and workplace organisation systems • meeting procedures • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • participate effectively in planning production • interpret and use data from a range of sources • communicate effectively with individuals, work groups and supervisors • document and transfer information • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
- 2 – Manage tasks
- 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Production data and information is presented at planning meetings.	3
Collect, analyse and organise information	Production data is accessed and analysed to assist in determining production planning requirements.	3
Plan and organise activities	Production plans are developed with others.	3
Work with others and in teams	Production information is discussed and analysed with production planning personnel.	3
Use mathematical ideas and techniques	Production data is analysed against product and quality specifications.	3
Solve problems	Issues affecting production are identified and addressed.	3
Use technology	Planning software is used to determine production requirements.	3

LMTGN5002A Coordinate quality assurance for Textiles Clothing and Footwear products and services

Unit descriptor	This unit covers the skills and knowledge to coordinate quality assurance.
Prerequisites	Nil
Application	<p>The unit applies to coordination of quality assurance to ensure goods and services meet quality standards. Supplier in this unit may refer to a supplier to the organisation, or where the organisation is the supplier.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All
ELEMENTS	PERFORMANCE CRITERIA
1 Assess own or supplier quality	<p>1.1 Assessment and evaluation of own or supplier capability and quality system is conducted.</p> <p>1.2 Processes for production and delivery of goods or services are evaluated.</p> <p>1.3 Recommendations concerning assessed ability to comply with <i>quality standards</i> are made according to <i>OH&S practices</i> and quality accreditation requirements where relevant.</p>
2 Establish quality assurance procedures with supplier or customer	<p>2.1 Specifications of goods and services to be supplied are identified and documented.</p> <p>2.2 Precise quality requirements are confirmed with supplier or customer.</p> <p>2.3 Agreed <i>quality assurance</i> system is negotiated.</p> <p>2.4 Delivery dates are agreed.</p> <p>2.5 Verification method, systems and procedures for dispute settlement are established and agreed.</p> <p>2.6 Recording system for products or services that ensures traceability, where required, is established.</p>
3 Check for conformance to specifications	<p>3.1 Conformance of materials or products to quality standards is established against specifications.</p> <p>3.2 Checks of quality of materials, services or equipment delivered are coordinated.</p>

3.3 Corrective action is initiated, where applicable, to obtain or maintain desired quality.

4 Maintain records 4.1 Records are maintained and reports prepared, where necessary.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Quality standards may relate to	<ul style="list-style-type: none">• materials• component parts• final products• services• production processes
Quality assurance may include	<ul style="list-style-type: none">• monitoring conformance with specifications• reporting of variances• consulting and liaising with suppliers and other functional areas• evaluating supplier capabilities• preparing reports and other documentation• monitoring and reviewing procedures• inspections• audits of compliance with quality control guidelines
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none">• interpret specifications and quality standards• liaise and negotiate with suppliers and customers on quality issues• interpret the results of quality assessments in terms of
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	specifications and quality standards <ul style="list-style-type: none"> • take required action where suppliers are found to be in breach of quality assurance agreements • maintain accurate records
Consistency in performance	Consistently applies skills and knowledge when: <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> • quality standards, codes of practice, policies and procedures • production processes, materials and products • characteristics of materials, products services and equipment provided by external suppliers • appropriate quality methodologies; their capabilities, limitations and applicability • relevant measurement techniques and quality checking procedures • quality assurance principles and agreements • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"> • interpret quality assurance agreements, standards and service requirements • liaise and negotiate with suppliers or customers • use quality management systems and processes • monitor conformance of products or services • carry out visual inspections of materials, component parts and final products • carry out measurements and inspections • communicate effectively individuals, work groups and supervisors • prepare and present reports, specifications and quality assurance agreements

- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Quality standards and systems are discussed and confirmed.	3
Collect, analyse and organise information	Quality monitoring data is collected and analysed.	3
Plan and organise activities	Quality monitoring system is planned and organised for implementation.	3
Work with others and in teams	Non-compliance with quality standards is discussed with relevant others and repair strategies negotiated.	3
Use mathematical ideas and techniques	Product quality data is compared with compliance specifications.	3
Solve problems	Non-compliance with quality standards is discussed with relevant others and repair strategies negotiated.	3
Use technology	Quality monitoring systems are used and evaluated.	3

LMTGN5003A Work with international TCF supply chains

Unit descriptor	This unit covers the skills and knowledge to work with international supply chains.
Prerequisites	Nil
Application	<p>The unit applies to working with international suppliers and customers of goods and services, according to established contractual agreements.</p> <p>Working with international suppliers and customers includes implementing import and export practices, building commercial relationships, and working effectively with local customs, communications and industry work practices.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS

PERFORMANCE CRITERIA

1 Identify participants and features of international supply chain	<p>1.1 Members in the supply chain for products or services within area of responsibility are identified.</p> <p>1.2 Value added by each supplier is described.</p> <p>1.3 Acute and chronic issues affecting suppliers are identified.</p> <p>1.4 Characteristics and practices of supplier are identified.</p> <p>1.5 Import and export regulations and practices of relevant country are identified.</p> <p>1.6 Local customs and workplace practices are researched and relevant factors identified.</p> <p>1.7 Information on local industry markets and conditions is accessed and assessed for usefulness.</p> <p>1.8 Transportation and shipping practices are identified.</p>
2 Confirm relationships with international suppliers or customers	<p>2.1 Past relations with suppliers or customers are reviewed to identify relationship history.</p> <p>2.2 Specifications for international contracts are confirmed.</p> <p>2.3 Quality assurance processes are identified.</p> <p>2.4 Communication channels are confirmed.</p> <p>2.5 Ongoing communication is established and maintained, and is</p>

	appropriate to fostering positive commercial relations.								
	2.6 Relevant Australian and international export and import regulations are identified and adhered to.								
3 Implement and monitor international supply operations	<table><tr><td>3.1</td><td>Compliance of international suppliers or customers with specified contractual requirements is checked.</td></tr><tr><td>3.2</td><td>Required quality standards are clearly communicated and monitored.</td></tr><tr><td>3.3</td><td>Non-compliance is identified, reported or recorded and investigated to determine causes.</td></tr></table>	3.1	Compliance of international suppliers or customers with specified contractual requirements is checked.	3.2	Required quality standards are clearly communicated and monitored.	3.3	Non-compliance is identified, reported or recorded and investigated to determine causes.		
3.1	Compliance of international suppliers or customers with specified contractual requirements is checked.								
3.2	Required quality standards are clearly communicated and monitored.								
3.3	Non-compliance is identified, reported or recorded and investigated to determine causes.								
4 Assist in implementation of improvements to global production operations	<table><tr><td>4.1</td><td>Opportunities for corrective or preventative action to improve commercial relationship with international suppliers or customers are identified using outcomes of monitoring activity or feedback from overseas contact.</td></tr><tr><td>4.2</td><td>Corrective or preventative action is recommended and implemented where appropriate.</td></tr><tr><td>4.3</td><td>Changes are communicated to relevant personnel in a logical and easily understood manner.</td></tr><tr><td>4.4</td><td>Changes are monitored to confirm improvement to production efficiency.</td></tr></table>	4.1	Opportunities for corrective or preventative action to improve commercial relationship with international suppliers or customers are identified using outcomes of monitoring activity or feedback from overseas contact.	4.2	Corrective or preventative action is recommended and implemented where appropriate.	4.3	Changes are communicated to relevant personnel in a logical and easily understood manner.	4.4	Changes are monitored to confirm improvement to production efficiency.
4.1	Opportunities for corrective or preventative action to improve commercial relationship with international suppliers or customers are identified using outcomes of monitoring activity or feedback from overseas contact.								
4.2	Corrective or preventative action is recommended and implemented where appropriate.								
4.3	Changes are communicated to relevant personnel in a logical and easily understood manner.								
4.4	Changes are monitored to confirm improvement to production efficiency.								
5 Maintain records	<table><tr><td>5.1</td><td>International production and supply documentation and monitoring records are maintained and reports prepared, where necessary.</td></tr></table>	5.1	International production and supply documentation and monitoring records are maintained and reports prepared, where necessary.						
5.1	International production and supply documentation and monitoring records are maintained and reports prepared, where necessary.								

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Specifications refers to	<ul style="list-style-type: none">contractual requirements in relation to:<ul style="list-style-type: none">delivery datescosts and procedures for variations to costsamount and type of product to be deliveredquality of product to be suppliedtransportation detailsregulations to be adhered todispute mechanisms
Value added refers to	<ul style="list-style-type: none">contribution to the customer benefits/features and may be in the form of:<ul style="list-style-type: none">technical benefits and featureslocation benefits and featuresaesthetic benefits and featuresinformation benefits and features
Acute and chronic issues may relate to	<ul style="list-style-type: none">labour forcedelivery and distributionresource availabilityexpertisetechnologycommunication

	<ul style="list-style-type: none"> • OH&S • quality • documentation • reliability • environment
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • work with international supply chains • ensure production meets workplace standards • check compliance against specified requirements • deal with inefficiencies and errors • monitor production changes • liaise with international contacts on production matters • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>

Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none">• production control and efficiency processes• practices and procedures for international supply arrangements• quality assurance processes• production processes• international regulations, pricing structures, import and export factors, production times, quality assurance factors and production and marketing arrangements• quality standards and practices• OH&S practices, including hazard identification and control measures• workplace practices• recording and reporting practices
Underpinning skills	Demonstrates skills to: <ul 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 procedures or processes• prepare and present reports and information in appropriate formats• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material• maintain accurate records• communicate within the workplace• sequence operations• meet specifications• clarify and check task-related information• carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

- 1 – Perform tasks effectively
- 2 – Manage tasks
- 3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Positive and effective communication is established with international suppliers.	3
Collect, analyse and organise information	Information relating to international supply contracts and practices is accessed and used as appropriate.	3
Plan and organise activities	Monitoring activities of international contracts are organised and implemented.	3

Work with others and in teams	Positive and effective work relations are established and maintained with international contacts.	3
Use mathematical ideas and techniques	Quality testing data is analysed to assess compliance with performance standards and contractual agreements.	3
Solve problems	International supply issues are addressed and resolved in collaboration with supplier.	3
Use technology	Electronic communications tools are used to maintain and monitor international relations.	3

LMTGN6001A Develop and implement a sales or marketing plan

Unit descriptor	This unit covers the skills and knowledge to develop and implement a sales and marketing plan.
Prerequisites	Nil
Application	<p>The unit applies to the development and implementation of a sales and marketing plan.</p> <p>Significant judgement is required in planning, technical or supervisory activities related to operations or processes.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS

PERFORMANCE CRITERIA

1 Analyse business goals and industry market trends	<p>1.1 Business goals and objectives are defined and analysed to assist formulation of a sales and marketing plan.</p> <p>1.2 Market trends are researched and issues related to workplace are analysed.</p> <p>1.3 Production and marketing practices and their effects on workplace are analysed.</p>
2 Establish strategic directions	<p>2.1 Directions for marketing are assessed in line with aims of business plan, customer requirements, market position, objectives, opportunities and resources of the business.</p> <p>2.2 Sales and marketing strategies are identified and prioritised in order to optimise sales and profit.</p>
3 <i>Develop a sales or marketing plan</i>	<p>3.1 Business resources and appropriate personnel are identified and utilised to optimise effectiveness of sales and marketing plan.</p> <p>3.2 Liaison occurs with relevant personnel, including external specialist advice where applicable.</p> <p>3.3 Marketing strategy is developed which reflects overall directions and parameters relating to company business plan, identified long and short term objectives and budget for marketing.</p>
4 Implement and monitor sales and	<p>4.1 Implementation of sales and marketing plan is coordinated with all relevant personnel.</p>

marketing plan	4.2 Monitoring procedures are established.
	4.3 Financial data is measured and monitored against objectives to ensure progress towards target is achieved.
	4.4 Implementation of plan is monitored to establish overall performance.
5 Conduct plan review	5.1 Review of sales and marketing plan is conducted and results assessed.
	5.2 Sales and marketing plan is modified, as necessary, to reflect dynamics of market place.
	5.3 Reporting of review outcomes is assessed.
6 Maintain records	6.1 Records of sales and marketing planning activities are maintained and reports prepared.
	6.2 Presentations on sales and marketing plan are made at management meetings.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Market may include	<ul style="list-style-type: none">• local markets• national markets• global markets
Production and marketing practices may include	<ul style="list-style-type: none">• import and export of materials, components or complete products• direct marketing• wholesale and retail store distribution• exhibitions, shows, events
Develop a sales and marketing plan may include	<ul style="list-style-type: none">• analysis of business goals and market trends• marketing strategy options• monitoring and measuring of financial data• review procedures and liaison with other departments
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • interpret and analyse goals and market trends • identify, develop and prioritise sales and marketing plans and strategies • optimise sales and profits • monitor financial information against objectives • review, analyse and modify sales and marketing strategy and plan to ensure objectives are met • ensure OH&S practices are applied to work activities • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • the industry, including markets, local and global trends and how these impact on the workplace • workplace products • key elements of production capability in terms of its implications for sales and marketing plan • sourcing procedures • range of distribution channels (e.g. direct marketing, chain stores, niche markets) • SWOT analysis techniques • workplace policies and procedures, structure and technical competency in relation to the sales and marketing plan • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices

Underpinning skills	<ul style="list-style-type: none">• recording and reporting practices
	<p>Demonstrates skills to:</p> <ul style="list-style-type: none">• appraise outcomes against business plan• identify budget parameters• develop and implement promotional strategies• prepare plans and 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• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material• maintain accurate records• communicate within the workplace• sequence operations• meet specifications• clarify and check task-related information• carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Sales and marketing plan is communicated to relevant personnel to guide implementation.	3
Collect, analyse and organise information	Data on market trends is collected and analysed.	3
Plan and organise activities	Sales and marketing activities are planned for implementation to achieve marketing objectives.	3
Work with others and in teams	Regular communications and team meetings are conducted to review and plan implementation of sales and marketing activities.	3
Use mathematical ideas and techniques	Activities are planned and reviewed against budget estimates.	3
Solve problems	Implementation of plans are continuously reviewed and updated to accommodate changes to circumstances.	3
Use technology	Electronic technologies are used as marketing tools.	3

LMTGN6002A Manage quality system and procedures

Unit descriptor	This unit covers the skills and knowledge to manage a quality system and procedures.
Prerequisites	Nil
Application	<p>The unit applies to management of a quality system and procedures.</p> <p>Work requires using initiative and judgement to take appropriate action.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS

PERFORMANCE CRITERIA

1 Develop and/or manage quality assurance system	<p>1.1 Quality assurance policy is established, documented and communicated to all levels of the workplace.</p> <p>1.2 Sampling techniques are developed that reflect needs of workplace and product.</p> <p>1.3 Quality circles and other relevant <i>aspects of quality assurance systems</i> are established or maintained.</p> <p>1.4 Facilitation for monitoring of work teams is organised to ensure compliance with standards.</p> <p>1.5 Quality assurance system is developed and maintained.</p> <p>1.6 Quality standards and regulations are identified and relevance to specific products is determined.</p>
2 Determine resource requirements	<p>2.1 Strategic planning is assessed to facilitate achievement of quality policy.</p> <p>2.2 Resources are determined and allocated to meet requirements.</p> <p>2.3 External quality assessment requirements are determined.</p>
3 Plan development of quality procedures	<p>3.1 Quality procedure requirements are determined through consultation with internal and external groups.</p> <p>3.2 Product performance requirements are determined through consultation.</p> <p>3.3 Development of procedures is planned to ensure quality system is maintained.</p> <p>3.4 OH&S practices are accommodated in quality procedures.</p>

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|---|------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | Establish implementation and review strategies | 4.1 | Implementation strategies are established to meet workplace objectives. |
| | | 4.2 | Reviews of quality system are undertaken or arranged at appropriate intervals and appropriate action to ensure its continuity, suitability and effectiveness initiated. |
| 5 | Evaluate system implementation | 5.1 | Implementation of system is evaluated and its effectiveness and level of support for internal improvement programs assessed. |
| | | 5.2 | Results are assessed and changes to system are authorised and necessary action is taken. |
| 6 | Maintain records | 6.1 | Records are maintained and reports prepared. |

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Aspects of quality assurance systems may include

- developing and managing the system
- planning procedures development
- conducting audits and monitoring performance

Quality standards and regulations may include

- sizing
- labelling
- fire rating
- Australian Standards

OH&S practices

OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	Demonstrates skills and knowledge to:
	<ul style="list-style-type: none"> • ensure relevant personnel are aware of quality assurance system and procedures • monitor quality performance of work teams and ensure compliance • allocate resource requirements • determine quality requirements

	<ul style="list-style-type: none"> • implement quality improvement strategies • evaluate and assess effectiveness of quality system and procedures • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • principles of quality management and their application • delegation of responsibilities within quality systems • appropriate quality methodologies, their capabilities, limitations, applicability and contribution to outcomes • sampling techniques • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul 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 • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other

reference material

- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Quality assurance system is communicated to personnel within workplace.	3
Collect, analyse and organise information	Monitoring and testing systems are established to provide information on quality performance.	3
Plan and organise activities	Monitoring systems for quality systems are planned and sequenced for implementation.	3
Work with others and in teams	Implementation of quality systems is implemented in collaboration with personnel at all levels of the workplace.	3
Use mathematical ideas and techniques	Data from quality monitoring systems is reviewed and analysed.	3
Solve problems	Quality inconsistencies are identified and addressed.	3
Use technology	Electronic tools are used to analyse and record quality standards.	3

LMTGN6003A Research and evaluate processes and products

Unit descriptor	This unit covers the skills and knowledge to research and evaluate processes and products.
Prerequisites	Nil
Application	<p>The unit applies to researching and evaluating new processes and products within the workplace.</p> <p>Work is performed under limited guidance in line with a broad plan or strategy. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes. Work responsibilities will vary in scope according to size of the workplace, range of products, specialisation in the workplace and workplace quality standards</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling
Sector	All

ELEMENTS	PERFORMANCE CRITERIA
1 Research global and domestic trends	<p>1.1 Global and domestic trends are researched and forecasted in relation to processes and products.</p> <p>1.2 Developments in technology are investigated to ensure all possibilities are considered.</p> <p>1.3 Implications of global and domestic trends on local industry are identified.</p>
2 Identify manufacturing capabilities or implications	<p>2.1 Manufacturing capabilities are identified in consultation with relevant personnel on issues such as human resources, materials, financial restraints, equipment capabilities, timelines, efficiency and OH&S practices.</p> <p>2.2 Options or requirements for utilisation of external resources to undertake parts of work is determined when defining production capabilities.</p>
3 Contribute to strategic planning	<p>3.1 Parameters are clarified, in consultation with production development, sales and marketing team, management and client where required.</p> <p>3.2 A strategy plan and critical path plan is developed, when necessary.</p> <p>3.3 Constraints are identified and taken into account when formulating</p>

strategic plan.

- 4 Prepare reports and presentations
- 4.1 Relevant information is identified and compiled.
 - 4.2 Data is checked for accuracy and relevance, when required.
 - 4.3 **Reports** and presentations are prepared.

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

- Trends may include
- global design trends
 - domestic design trends
 - forecasting
 - developments in technology
 - market forces
 - export and import practices
 - regulations
 - supply of raw materials
- Manufacturing capabilities may refer to
- materials
 - equipment
 - human resources
 - financial restraints
 - timelines
 - efficiency
 - production priorities
- Strategic planning may include
- consultation with a range of individuals and departments, including:
 - production
 - product development
 - sales and marketing team
 - management
 - client
- Reports may be
- informal
 - formal for presentation at meetings
- OH&S practices
- OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:
- manual handling techniques
 - standard operating procedures
 - personal protective equipment
 - safe materials handling
 - taking of rest breaks
 - ergonomic arrangement of workplaces
 - following marked walkways
 - safe storage of equipment
 - housekeeping

- reporting accidents and incidents
- environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • research and forecast trends • identify manufacturing capabilities and implications • develop strategy plan and critical path plan • prepare reports and presentations
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • industry and product processes • product and process development procedures • machine and equipment, resource and skill capabilities within the workplace • links across the industry, global and local trends • research sources • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • effectively evaluate processes and products • identify constraints • determine and recommend options • interpret specifications • establish availability of resources

- establish, analyse and interpret procedures, where required
- determine report requirements and present information
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Impact of global trends on enterprise are discussed and explored with work colleagues.	3
Collect, analyse and organise information	Research data is collected and analysed on a regular and ongoing basis.	3
Plan and organise activities	Research findings are used in the development of strategic directions.	3
Work with others and in teams	Work colleagues are consulted in the evaluation of ideas and research findings.	3
Use mathematical ideas and techniques	Statistical data is analysed to evaluate improvement opportunities.	3
Solve problems	Implications of global trends are addressed in strategic planning.	3
Use technology	Research and evaluation tools and technology are used effectively.	3

LMTGN6004A Negotiate and manage contracts to produce finished design products

Unit descriptor	This unit covers the skills and knowledge to negotiate and manage design production contracts.
Prerequisites	Nil
Application	<p>The unit applies to contracts which may include local or overseas supply or production of materials, components, complete products or accessories used to produce finished design products. It may also be applied to contracts providing distribution and transportation or sales and marketing services.</p> <p>The application of this unit includes the establishment of performance standards and monitoring procedures to ensure contract specifications are achieved.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling

Sector All

ELEMENTS

PERFORMANCE CRITERIA

1 Establish contract requirements	<p>1.1 <i>Contract requirements</i> are identified in collaboration with <i>appropriate personnel</i> in the workplace.</p> <p>1.2 <i>Key criteria</i> are established to define contract parameters.</p> <p>1.3 Previous contracts are reviewed to guide preparation of contract and selection of contractors.</p> <p>1.4 Contract is prepared and advertised.</p>
2 Confirm contract agreement	<p>2.1 Applications for contract provision are reviewed and shortlisted.</p> <p>2.3 Contract supplier is selected according to ability to provide goods or services to required standards.</p> <p>2.4 Contract agreement is negotiated and confirmed.</p> <p>2.5 Quality and performance standards are confirmed.</p> <p>2.6 Documentation, communication and performance monitoring processes are agreed upon with contract supplier.</p> <p>2.7 Risk management plan is developed.</p> <p>2.8 Procurement documentation is completed.</p>

- | | |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 3 Implement and manage contract agreement | 3.1 Performance is monitored to ensure standards and targets are being achieved. |
| | 3.2 Inconsistencies and missing of targets are identified and addressed to reestablish required performance levels. |
| | 3.3 Appropriate personnel are consulted to assist in monitoring performance of contract suppliers. |
| | 3.4 Improvement opportunities are identified and implemented as possible. |
| | 3.5 Documentation is updated throughout implementation of contract. |
| | 3.6 Supplier payments are managed according to contract agreement. |
| 4 Evaluate contract implementation | 4.1 Implementation of contract is evaluated and its effectiveness in meeting contract requirements and quality outcomes assessed. |
| | 4.2 Improvements to contracting procedures are identified and recorded for later use. |
| | 4.3 Feedback is provided to supplier. |
| 5 Maintain records | 5.1 Records are maintained and reports prepared. |

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It allows for different work environments and situations that may affect performance. It describes contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Contract requirements may include

- supply of goods or components
- production of goods or components
- sales and marketing services
- transport and distribution services

Appropriate personnel may include

- business development staff
- management
- specialist personnel such as operations managers, marketing executives, procurement officers
- production personnel
- designers
- quality assurance officers

Key criteria may include

- quantity specifications
- quality specifications
- stakeholder interests
- timing
- budget
- transportation
- other special requirements

OH&S practices

OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling

- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • ensure appropriate personnel are aware of contract implementation • monitor quality performance of suppliers and ensure compliance • negotiate contract requirements • determine quality requirements • implement performance monitoring strategies • evaluate and assess effectiveness of contract • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • principles of quality management; their application and delegation of responsibilities within a contract • documentation procedures for contracts • research techniques • workplace procurement practices and procedures • legal requirements for contracting • performance monitoring methods • strategic planning • financial and accounting issues

- quality standards and practices
- OH&S practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Underpinning skills

Demonstrates skills to:

- establish contract criteria
- negotiate and communicate
- monitor performance
- investigate and apply methods to eliminate causes of unsatisfactory performance
- assess results
- prepare reports
- communicate within the workplace, including liaising with other departments and possibly overseas personnel
- establish or interpret procedures, where required
- determine report requirements and present information in appropriate formats
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

KEY COMPETENCIES

The seven Key Competencies represent generic skills considered necessary for effective participation by an individual in the workplace. They focus on the application of knowledge and skills in an integrated way in workplace situations. There are three levels of performance defined within the Key Competencies. These are stand-alone levels and do not correspond to the AQF qualification levels.

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Contract requirements are communicated and negotiated with suppliers.	3
Collect, analyse and organise information	Monitoring and testing systems are established to provide information on performance.	3
Plan and organise activities	Implementation of contracts is planned and organised.	3
Work with others and in teams	Implementation of contracts is conducted in collaboration with relevant personnel at all levels of the workplace.	3
Use mathematical ideas and techniques	Data from contract performance monitoring is reviewed and analysed.	3
Solve problems	Quality inconsistencies are identified and addressed.	3

Use technology	Electronic and project management tools are used to plan and manage contract implementation.	3
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LMTPRGN-01A Plan and implement production within a work team

Field: Production

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

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

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. establish production requirements a.2. prioritise work a.3. select/organise work team a.4. ensure efficiency of production schedule a.5. deal with inefficiencies a.6. apply workplace health and safety policies in production operations a.7. maintain accurate records
2. Interdependent assessment of units	<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. work organisation systems and workplace organisation features a.2. production planning processes, such as material supply, etc. a.3. safety and environmental aspects of relevant enterprise activities a.4. workplace procedures a.5. reporting processes a.6. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret and use data from a range of sources b.2. sequence production b.3. monitor workflow b.4. organise resources b.5. respond to breakdowns, absenteeism, etc. b.6. coordinate variations to production plan b.7. communicate effectively within the workplace b.8. interpret and carry out established procedures b.9. document and transfer information
4. Resource implications	<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
2	3	2	3	2	2	2

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

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Set machine/s	<ul style="list-style-type: none"> a. Product specifications are interpreted correctly in relation to machine setting requirements b. Machine is set in accordance with product specifications, machine manufacturer's instructions and enterprise procedures
2. Conduct sample runs	<ul style="list-style-type: none"> a. Material to be used for sampling is obtained b. Machine is operated in accordance with manufacturer's and enterprise instructions to produce a specified sample
3. Organise sample quality testing	<ul style="list-style-type: none"> a. Sample is tested, or the test is organised, in accordance with enterprise procedures to ensure required standards of quality are met
4. Re-adjust machine settings to meet requirements	<ul style="list-style-type: none"> a. Test results are interpreted to determine adjustment requirements b. Adjustment changes are assessed in accordance with product and machine specifications c. Appropriate production personnel are informed of the availability of the newly set up machine in accordance with workplace procedures
5. Maintain records	<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 setting up of machines for production changes in a TCF enterprise b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions c. TCF production areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise e. Machines/equipment may include: <ul style="list-style-type: none"> e.1. any machine typically used in the TCF sector concerned e.2. microprocessor or computer controlled machines e.3. both production and facility equipment used in the enterprise f. The extent of machine set up will be dependent on the equipment, production requirements and workplace arrangements in each enterprise g. The competencies are applied under general guidance on progress and outcomes h. Knowledge and skills are applied to a wide range of tasks and/or roles i. The competencies are used within routines, methods and procedures
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production orders b. Machine/equipment manufacturers' specifications and instructions c. Organisation work orders d. Production and planning policies and other documentation e. Organisational or external personnel f. Work scheduling documentation g. Job procedures h. Work instructions

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. interpret specifications for machine settings a.2. perform sample runs a.3. arrange or conducting testing of sample a.4. make appropriate re-adjustments a.5. apply workplace health and safety policies in production operations a.6. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. setting up and adjustment requirements for the range of machines and equipment used in the enterprise a.2. quality requirements a.3. machine manufacturer's specifications a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures and reporting processes a.6. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. set and operate machines b.2. test and analyse samples b.3. apply all the relevant safety practices when working in the industry b.4. communicate effectively with individuals, work groups and supervisors b.5. maintain records and document and transfer information b.6. interpret and carry out established procedures
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the setting up of machines for production changes in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements

5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising setting up processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others 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	2	3	2	2	3	3

LMTPRGN-03A Participate in production planning processes

Field: Production

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

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

Range of Variables

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

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. confirm requirements for production a.2. assemble and interpret specific production information a.3. identify resources, supply requirements, machines, personnel, etc. a.4. contribute to interchange of information at planning meetings a.5. apply workplace health and safety policies in production operations a.6. maintain accurate records
2. Interdependent assessment of units	<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 and machines a.2. basic knowledge of fibres and fibre chemistry a.3. an understanding of work and workplace organisation systems a.4. safety and environmental aspects of relevant enterprise activities a.5. meeting procedures a.6. workplace procedures and reporting processes a.7. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. participate effectively in planning production b.2. interpret and use data from a range of sources b.3. apply all the relevant safety practices when working in the industry b.4. communicate effectively with individuals, work groups and supervisors b.5. maintain records and document and transfer information b.6. interpret and carry out established procedures
4. Resource implications	<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	2	3	2

LMTPRGN-05A Participate in product engineering

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Identify and confirm specifications	<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 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 planning productiond. Extent of production planning 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 team or section 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	<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

	<ul style="list-style-type: none"> 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-12A Control production

Field: Production

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

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

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves activities associated with the monitoring and control of production operations/yields b. Competence must be demonstrated in working largely independently and being accountable for own results including: <ul style="list-style-type: none"> b.1. carrying out assigned tasks b.2. coordinating processes b.3. setting and working to deadlines c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in a variety of environments which may include: <ul style="list-style-type: none"> a.1. operational workplace activities a.2. restricted space a.3. hazardous, controlled or exposed conditions b. Production processes and associated machines/equipment include those generally operating in the various sectors of the textile clothing and footwear industry c. Production schedules may apply to daily or production runs, including repetitive production runs, short runs and quick changes d. Process parameters may include those that relate to the equipment and processes being used e. Exposure to chemicals, dangerous or other hazardous substances dependent on the equipment and processes being used f. Data recording, either using keyboard or manual recording applications g. Interaction/interface with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machine/equipment manufacturers' specifications and instructions b. Organisation work orders c. Product change program and policies d. Organisational or external personnel e. Work scheduling documentation f. Job procedures g. Quality standards

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. organise machine operations, staff and production processes a.2. meet production processes efficiency standards a.3. implement appropriate ways of correcting non-compliance and inefficiencies a.4. apply techniques to monitor production work a.5. monitor changes to production processes a.6. apply workplace health and safety policies in work operations a.7. check production outputs against specifications a.8. maintain accurate records
2. Interdependent assessment of units	<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 and work flow system in the enterprise a.2. factors/constraints that impact on effective work flow a.3. ways of controlling factors and constraints a.4. cost effective work methods to achieve production objectives and time-lines a.5. methods for monitoring and controlling the use of resources a.6. quality assurance standards and procedures a.7. relevant OH&S legislation, codes of practice, policies and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. develop workflow plans b.2. schedule and prioritise resources (machines, staff, materials and production processes) b.3. clarify and communicate tasks, roles and responsibilities b.4. allocate work for operators/team members b.5. identify and report problems with workflow b.6. establish, maintain and update monitoring procedures b.7. identify and interpret product specifications b.8. set and adjust machines in accordance with enterprise procedures b.9. select, organise and weigh raw materials b.10. analyse and record results in accordance with enterprise procedures b.11. carry out work in accordance with OH&S policies and procedures
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the monitoring of production, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising production processes and resources a.2. interpreting work specifications a.3. describing consequences a.4. completing tasks a.5. identifying improvements a.6. applying safety precautions relevant to the task a.7. assessing operational capacity of equipment/machines used in production processes b. Shows evidence of application of relevant workplace procedures

	<p>including:</p> <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures b.5. security procedures b.6. waste, pollution and recycling management processes <ul style="list-style-type: none"> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment b. Competency should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge

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

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

Field: Engineering and Maintenance

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

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

4. Workplace context may include	<ul style="list-style-type: none">a. Work organisation procedures and practices relating to the assembly and construction of garmentsb. 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 practicesd. Reporting actions include verbal and written communication in accordance with organisational policies and procedurese. Communication may be oral, written or visual and can include simple dataf. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessaryg. 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 legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. select and use appropriate loading technique a.2. perform checks to ensure accurate data transfer a.3. check program instructions a.4. run program to ensure compliance with specifications a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
2. Interdependent assessment of units	a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. appropriate installation and commissioning procedures a.2. quality requirements and relevant standards a.3. machine/equipment manufacturer's specifications and instructions a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures a.6. reporting processes a.7. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. apply appropriate technical skills b.2. carry out checking processes b.3. monitor performance b.4. apply all the relevant safety practices when working in the industry b.5. communicate effectively with individuals, work groups and supervisors b.6. maintain records b.7. document and transfer information b.8. interpret and carry out established procedures
4. Resource implications	a. Access to real or appropriately simulated situations the installation and commissioning of process and machine control system programs in machines and equipment used within clothing production organisations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, manufacturer's instructions, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements

5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising work a.2. completing tasks a.3. identifying improvements a.4. applying safety precautions relevant to the task a.5. assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communi- cate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathemat- ical Ideas & Techniques	Solve Problems	Use Technology
3	2	3	2	2	3	3

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

Field: Engineering and Maintenance

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

ELEMENT	PERFORMANCE CRITERIA
1. Analyse machine and/or product requirements or specifications	<ul style="list-style-type: none"> a. Machine requirements and/or limitations are determined relative to specified outcomes b. Occupational health and safety factors, associated with machine specification changes, are established c. Pattern or product specifications are analysed to determine production parameters
2. Customise or modify machine	<ul style="list-style-type: none"> a. Modification requirements are established and approved, where required, to meet specified outcomes b. Modifications or adaptations are assessed in accordance with relevant procedures and specifications c. Machine modifications are evaluated and results confirmed against requirements
3. Maintain records	<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	<ul style="list-style-type: none"> 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	<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. 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising work a.2. completing tasks a.3. identifying improvements a.4. applying safety precautions relevant to the task a.5. assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTEMGN-03A Develop preventative maintenance schedules

Field: Engineering and Maintenance

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

ELEMENT	PERFORMANCE CRITERIA
1. Identify requirements for machines, equipment, facility	<ul style="list-style-type: none"> a. Preventative maintenance requirements for machines and equipment are identified with reference to manufacturer's specifications and enterprise procedures b. Requirements for preventative maintenance of the facility are established c. Production schedules and timeline constraints for the maintenance are identified
2. Prepare maintenance schedules	<ul style="list-style-type: none"> a. Preventative maintenance schedule is prepared in line with production and time constraints b. Schedule is documented in accordance with enterprise procedures c. Personnel are instructed in the application of the preventative maintenance schedule in accordance with workplace procedures
3. Monitor schedule application	<ul style="list-style-type: none"> a. Application of the preventative maintenance schedule is monitored to determine effectiveness
4. Review and modify schedule	<ul style="list-style-type: none"> a. Development and application of the schedule is reviewed and recommendations made for improvement or change, if required b. Schedule is modified according to recommendations and manufacturer's/enterprise requirements
5. Maintain records	<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 development of preventative maintenance schedules for machines and equipment used in a TCF enterprise b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. The competencies apply to workplace activities associated with the development of preventative maintenance schedules required within a TCF enterprise c. Scheduling is undertaken in accordance with established enterprise procedures and practices and may include requirements recommended by manufacturers d. Work may involve individual and team related activities, and will normally relate to standard forms of preventative maintenance schedules e. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise f. Machines/equipment may include: <ul style="list-style-type: none"> f.1. any machine typically used in the TCF sector concerned f.2. microprocessor or computer controlled machines f.3. both production and facility equipment used in the enterprise g. The competencies are applied under general guidance on progress and outcomes h. Knowledge and skills are applied to a wide range of tasks and/or roles i. The competencies are used within routines, methods and procedures
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work instructions b. Manufacturer's specifications and instructions c. Standard forms of preventative maintenance schedules d. Organisation work procedures and specifications e. Organisational or external personnel f. Quality and Australian standards and procedures

4. Workplace context may include	<ul style="list-style-type: none">a. Work organisation procedures and practices relating to in the development of preventative maintenance schedules for machines and equipment used in a TCF 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 practicesd. Reporting actions include verbal and written communication in accordance with organisational policies and procedurese. Communication may be oral, written or visual and can include simple dataf. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessaryg. 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. Environmental legislation and regulations

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. determine requirements for preventative maintenance a.2. establish schedules/constraints for maintenance a.3. monitor and review application of preventative maintenance schedule a.4. apply workplace health and safety policies in work operations a.5. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. appropriate maintenance requirements and scheduling procedures a.2. preventative maintenance principles and standard practice a.3. machine/equipment manufacturer's specifications a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures and reporting processes a.6. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. determine scheduling requirements b.2. prepare, monitor and review schedules to ensure enterprise requirements are met b.3. apply all the relevant safety practices when working in the industry b.4. communicate effectively with individuals, work groups and supervisors b.5. maintain records and prepare relevant documentation b.6. interpret and carry out established procedures
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the development of preventative maintenance schedules for machines and equipment used in a TCF enterprise b. This includes real or simulated work areas, materials, equipment, and information on work specifications, manufacturer's instructions, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements

5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising work a.2. completing tasks a.3. identifying improvements a.4. applying safety precautions relevant to the task a.5. assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

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 judgment 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: 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	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	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. ensure all relevant personnel are aware of quality assurance system/procedures a.2. monitor quality performance of work teams and ensure compliance a.3. allocate resource requirements a.4. determine quality requirements a.5. implement quality improvement strategies a.6. evaluate and assess effectiveness of quality system and procedures 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 of quality management; their application and acceptance/delegation of responsibilities within quality systems a.2. appropriate quality methodologies, their capabilities, limitations, applicability and contribution to outcomes a.3. sampling techniques a.4. safety and environmental aspects of production and quality processes a.5. workplace procedures and reporting processes a.6. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. establish and manage a quality system and procedures b.2. determine implementation requirements and prepare implementation plan b.3. monitor performance b.4. investigate and apply methods to eliminate causes of unsatisfactory performance b.5. assess results b.6. prepare reports b.7. communicate effectively within the workplace, including liaising with other departments b.8. establish or interpret procedures, where required b.9. 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 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	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. managing systems a.2. planning and organising system activities a.3. interpreting system requirements a.4. describing consequences

	<ul style="list-style-type: none"> a.5. completing tasks a.6. identifying improvements a.7. assessing and interpreting performance of organisations and systems b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. quality assurance policies and procedures including codes of practice b.2. job procedures and organisation's policies and strategic plans b.3. 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	Communi- cate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathemat- ical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	3	3	3

LMTHRGN-03A Participate in staffing processes

Field: Human Resources

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

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

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves participation in staffing in a TCF enterprise b. Discretion and judgement may be required, for both self and others, in staffing processes c. Work is assessed in accordance with statutory and industrial requirements and company staffing policy and procedures
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Recruitment processes may include: <ul style="list-style-type: none"> b.1. determining/confirming need for additional or replacement staff b.2. identifying selection criteria b.3. preparing position description b.4. assisting in selection processes b.5. conducting/arranging induction programs c. TCF staffing areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. The competencies are applied under general guidance on progress and outcomes e. Data recording may involve use of keyboard or manual recording applications f. Interaction may occur with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Organisation work plans b. Staffing policies and other documentation c. Organisational or external personnel d. Work scheduling documentation e. Job specifications f. Relevant industrial award and/or enterprise agreement

4. Workplace context may include	<ul style="list-style-type: none">a. Work organisation procedures and practices relating to staffing processesb. 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 staffing proceduresd. Extent of staffing requirements 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 visualg. 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 activitiesb. Workers' compensation legislationc. 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. identify/confirm requirements for new team position a.2. draft/modify job vacancy advertisement a.3. assist in selection processes a.4. arrange/conduct staff induction programs to reflect the enterprise' policy a.5. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> b. 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. applicable industrial relations and anti-discrimination legislation and codes of practice a.2. the significance of equal employment opportunity principles and practices for selection of staff a.3. literacy levels and communication skills of work group members and consequent suitable communication techniques workplace procedures and reporting/recording processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. ensure organisational goals related to staffing policies are maintained b.2. assist in following correct procedures for interviewing and selecting staff b.3. work individually, or under the guidance of, or as a member of a team with specialist recruitment staff or managers b.4. communicate effectively within the workplace and document and transfer information b.5. interpret and carry out established procedures b.6. communicate effectively with individuals, work groups and supervisors b.7. maintain records and document and transfer information b.8. interpret and carry out established procedures
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated staffing situations in a TCF context b. This includes real or simulated work areas and information on job specifications, relevant staffing procedures and industrial relations requirements, quality standards, and organisation procedures

5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. implementing staffing processes or procedures a.2. identifying contingencies a.3. completing tasks a.4. identifying and implementing improvements a.5. ensuring safety standards are followed b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. relevant policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail
6. Context for assessment	<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 takenb. Hazardous events are investigated to identify their cause in accordance with investigation proceduresc. 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 membersb. 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 requirementsb. 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	<ul style="list-style-type: none"> a. Goods identification numbers, codes and manifests b. Machine/equipment manufacturer's specifications and instructions

include	<ul style="list-style-type: none"> c. Enterprise operating procedures including: <ul style="list-style-type: none"> c.1. hazard policies and procedures c.2. emergency, fire and accident procedures c.3. machine/equipment operating procedures c.4. personal safety procedures, including personal protective clothing and equipment c.5. risk/hazard identification and reporting procedures c.6. issue resolution procedures c.7. work instructions d. Materials safety data sheets e. Codes of practice f. Consultative processes for occupational health and safety
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. occupational health and safety b.3. Federal or State/Territory legislation c. Consultative processes may involve: <ul style="list-style-type: none"> c.1. staff members c.2. management c.3. union representatives c.4. industrial relations, OH&S specialists c.5. other professional or technical staff
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

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

6. Context for assessment

- 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