



LMT00

Textiles, Clothing and Footwear

Training Package

Volume 2 of 19
Textile Production

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

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Before using this volume

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

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

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

Current version

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

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

To ensure you are complying with this requirement:

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

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

Units of competency covered in this volume

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

- LMT11106 Certificate I in Textiles, Clothing and Footwear Production
- LMT20106 Certificate II in Textile Production (Intermediate)
- LMT20206 Certificate II in Textile Production (Complex or Multiple Processes)
- LMT30106 Certificate III in Textile Production
- LMT40106 Certificate IV in Textile Production

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.

Textile Production Units of Competency

LMTTX1001A Produce a simple textile fabric.....	2
LMTTX2001A Identify fibres, yarns and textile materials and their uses in textile production	2
LMTTX2002A Prepare yarn for textile manufacturing	2
LMTTX2003A Perform spinning operations.....	2
LMTTX2004A Perform tufting operations	2
LMTTX2005A Perform creeling operations.....	2
LMTTX2006A Operate a weaving loom	2
LMTTX2007A Perform knitting operations	2
LMTTX2008A Apply finishing processes to textile production.....	2
LMTTX2009A Weigh and check textile materials and products.....	2
LMTTX2010A Load and operate dyeing equipment.....	2
LMTTX2011A Repair textile product	2
LMTTX2012A Perform industrial sewing on textile products	2
LMTTX2013A Conduct packaging or folding for textile production.....	2
LMTTX2014A Use specialised machinery to assist textile production.....	2
LMTTX2015A Handle and prepare chemicals, dyes and other substances used in textile production ..	2
LMTTX2016A Perform knotting for weaving operations	2
LMTTX2017A Access and use information resources for textile production operations.....	2
LMTTX2018A Restart machine after stoppage	2
LMTTX3001A Identify quality and types of textile fibres, yarns and fabrics.....	2
LMTTX3002A Contribute to textile production process improvements	2
LMTTX3003A Supervise textile production operations.....	2
LMTTX3004A Set up textile production machines for product change.....	2
LMTTX3005A Organise and interpret tests.....	2
LMTTX3006A Ensure efficient operation of textile machines.....	2
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LMTTX1001A Produce a simple textile fabric

Unit descriptor	This unit covers the skills and knowledge to produce a simple fabric.
Prerequisites	Nil
Application	The unit applies to the production of a simple fabric. The production of the fabric may be on commercial or craft level equipment for spinning, weaving or knitting operations. Work is conducted under direction and does not involve a large scale production environment. This unit is designed for particular application in a highly supervised environment and is suitable for selection in a VET in schools program or where access to volume production and commercial machines and processes are not an option.
Sector	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Plan for fabric production	<p>1.1 Design and method of fabric production is identified.</p> <p>1.2 Required materials, tools and equipment are identified.</p> <p>1.3 Pattern for production is identified and reviewed.</p> <p>1.4 Tools and equipment are assessed for ability to achieve plan.</p> <p>1.5 Identify additional resources that may be required.</p>
2 Prepare for production	<p>2.1 Required materials, tools and equipment are prepared.</p> <p>2.2 Equipment is checked to ensure correct operation.</p> <p>2.3 Work space is organised and prepared.</p>
3 Produce fabric	<p>3.1 Equipment is used to produce fabric according to plan and required OH&S practices.</p> <p>3.2 Minor product process faults are identified and corrected where necessary.</p>
4 Complete production process	<p>4.1 Product is unloaded or removed from equipment.</p> <p>4.2 Product is assessed against plan.</p> <p>4.3 Product faults are rectified.</p> <p>4.4 Work space and equipment are cleaned.</p> <p>4.5 Tools and equipment are stored.</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.

Design may include	<ul style="list-style-type: none"> • yarn types, combinations and patterns • tension • size • type of weave • colour
Equipment may include	<ul style="list-style-type: none"> • manual spinning wheel • hand loom • knitting machine

Materials may include	<ul style="list-style-type: none"> • CAD and CAM tools <ul style="list-style-type: none"> • wool • cotton • synthetic yarns such as nylon, acrylic, rayon, etc. • other materials used for textile production not requiring complex processing or handling
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
Product faults may include	<ul style="list-style-type: none"> • holes • foreign matter • crossed ends • loops in face, rough face • creasing • lines • marks • broken yarns

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"> • check equipment settings to meet production requirements • monitor production according to defined procedures and methods • make minor adjustments • check product against plan • load and unload products • 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 according to instructions • 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	Demonstrates knowledge of: <ul style="list-style-type: none"> • techniques used for fabric production including spinning, weaving, felting and knitting • thread tensioners and dynamics of thread movement and breakage • equipment components • typical fault conditions and related fault finding procedures • types and styles of yarns • simple equipment maintenance techniques • 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"> • check equipment • prepare yarn for production • load and unload materials according to equipment and workplace practices • start up and shut down equipment according to specifications • monitor equipment operations • recognise and rectify faults or problems as required • clean equipment 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	Plan is checked with supervisor.	1
Collect, analyse and organise information	Pattern requirements are identified.	1
Plan and organise activities	Yarn is prepared for operations.	1
Work with others and in teams	Tasks are completed with supervisor.	1
Use mathematical ideas and techniques	Yarn requirements are identified.	1
Solve problems	Broken yarn is repaired.	1
Use technology	Equipment is used efficiently and safely.	1

LMTTX2001A Identify fibres, yarns and textile materials and their uses in textile production

Unit descriptor	This unit covers the skills and knowledge to identify fibres, yarns and textile materials and how they are used in textile production processes.
Prerequisites	Nil
Application	<p>The unit applies to identifying fibres, yarns and textile materials. These include a range of natural and synthetic materials which may be used for spun, knitted, tufted, woven or nonwoven products. This unit applies to work conducted in all textile production and finishing processes using fibres, yarns and textile materials.</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Identify types and characteristics of textile materials	<p>1.1 Types of <i>fibres and yarns</i> or textile materials used in the manufacture of textile products are identified.</p> <p>1.2 Quality of fibres, yarns or textile materials is identified.</p> <p>1.3 Methods of measuring textile material quality in the workplace are identified.</p> <p>1.4 Generic and trade names for textile materials are identified.</p>
2 Identify stages of processing fibres or yarns	<p>2.1 Processes used on raw fibres, basic processed yarns or finished yarns are described.</p> <p>2.2 The purposes of processing stages are explained.</p> <p>2.3 Basic processes of spinning fibres into yarns or processing yarns into knitted, woven or nonwoven textile product are explained.</p>
3 Describe methods of constructing textile products	<p>3.1 Textile products and their end uses are identified.</p> <p>3.2 Uses of different types of fibres or yarns and their effects on finished products are identified.</p> <p>3.3 Textile product <i>construction processes</i> are explained.</p> <p>3.4 Impact of quality on production processes is identified.</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.

- | | |
|------------------------------------|---|
| Fibres and yarns may include | <ul style="list-style-type: none"> • spun • ply • combo • blended • crimped • monofilament • multifilament • staple spun • technical textiles |
| Construction processes may include | <ul style="list-style-type: none"> • spinning: a process to make yarn by drafting and twisting staple fibres together to form a single yarn, which is then used for weaving or knitting fabrics or other textile materials • weaving: the interlacement of yarns that cross each other to produce a woven material • knitting: a method of constructing material by interlocking series of loops of one or more yarns • felting: processes to produce a nonwoven fabric or material made from wool, hair, or fur and sometimes in combination with certain manufactured fibres, where the fibres are locked together in a process utilising heat, moisture, pressure, mechanical, chemical, thermal or hydro to form a compact material • nonwoven: can refer to any material produced direct from fibre where the fibre is bonded or locked together in a process utilising heat, moisture, pressure, mechanical, chemical, thermal or hydro to form a compact material |
| 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"> • identify textile fibres, yarns and materials • identify quality considerations for fibres, yarns and materials • identify methods of textile product construction
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"> • information sources on fibre and yarn identification • fibres, yarns and textile materials used in the workplace • 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"> • identify features of fibres, yarns and textile materials • compare fibres, yarns and textile materials to 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

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	Qualities of yarns are described.	1
Collect, analyse and organise information	Information is accessed and used to assist in identification of yarns.	2
Plan and organise activities	Features to be used to identify fibres, yarns and textile material types are identified.	1
Work with others and in teams	Questions are used to access information.	1
Use mathematical ideas and techniques	Performance data is collected and analysed.	2
Solve problems	Quality considerations are identified.	2
Use technology	Construction processes are identified.	2

LMTTX2002A Prepare yarn for textile manufacturing

Unit descriptor	This unit covers the skills and knowledge to prepare yarn for textile production processes.
Prerequisites	Nil
Application	<p>The unit applies to the preparation, operation, monitoring and adjusting of machines and equipment used to thread, spool, wind, size and beam yarn to be used for production operations such as weaving, knitting or tufting.</p> <p>If creeling is undertaken then the unit LMTTX2005A Perform creeling operations should be undertaken instead of this unit.</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Set up machine and load yarn	1.1 Production specifications are checked to identify requirements for yarn quantity, quality or colour. 1.2 Yarn batch or job is checked to ensure conformity to specifications. 1.3 Non-conforming materials are reported. 1.4 Yarn is loaded onto <i>machine</i> .
2 Wind yarn onto spool, bobbin or beam, or thread yarn onto machine	2.1 <i>Machine settings</i> are calculated and adjusted to meet production requirements. 2.2 Leasing reed or other mechanisms are set according to specifications where necessary. 2.3 Yarn is threaded onto machine as necessary. 2.4 Machine is operated according to <i>OH&S practices</i> . 2.6 Operation and yarn are monitored. 2.7 Yarn breaks are repaired where necessary. 2.8 Faults are corrected where necessary to meet specified requirements and are reported. 2.9 Major machine or product faults are reported.
3 Remove product from machine	3.1 Product is checked against quality standards. 3.2 Product is unloaded or removed according to manufacturer

specifications.

3.3 Product is despatched to next process where necessary.

3.4 Cleaning of area is completed 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.

Machines include

- warping machine
- beaming machine
- winding machine
- sizing machine
- threading machine
- spooling machine
- knitting machine

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 settings may include

- yarn type and quality
- sections
- lubrication
- height
- tension
- speed

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:

- check machine settings to meet production requirements
- operate and monitor machine involving defined procedures and methods

	<ul style="list-style-type: none"> • make minor adjustments • check product against quality standards • load and unload products • 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 according to instructions • 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 machines • typical fault conditions and related fault finding procedures • 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 • perform calculations as required • 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

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 specifications are entered into the machine.	2
Collect, analyse and organise information	Production outcomes are recorded.	2
Plan and organise activities	Yarn is prepared for winding operations.	1
Work with others and in teams	Tasks are completed in team environment.	2
Use mathematical ideas and techniques	Calculations are conducted to assess production set-up requirements.	2
Solve problems	Broken yarn is repaired.	2
Use technology	Machine is used efficiently and safely.	2

LMTTX2003A Perform spinning operations

Unit descriptor	This unit covers the skills and knowledge to undertake and monitor machines used in spinning operations.
Prerequisites	Nil
Application	<p>The unit applies to the preparation, operation, monitoring and adjusting of a spinning machine used to convert slivers to yarn.</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 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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Set up and load <i>machine</i>	1.1 Specifications are checked to identify requirements for production. 1.2 Machine settings are adjusted to meet <i>product requirements</i> . 1.3 Product is loaded for processing according to manufacturer specifications. 1.4 Product is unloaded ready for next process. 1.5 Non-conforming materials are reported. 1.6 Area around machine is kept clean during setting and loading.
2 Operate and monitor machine	2.1 Machine is started and stopped in accordance with manufacturer requirements. 2.2 <i>Machine operations</i> are monitored to ensure correct operation. 2.3 Waste is sorted. 2.4 Machine is cleaned when required. 2.5 Minor product process and machine faults are identified and corrected where necessary to meet specified requirements and are reported. 2.6 Major machine faults are reported.
3 Check yarn quality	3.1 Product is checked against quality standards. 3.2 Product is assessed for <i>faults</i> and non-conformances. 3.3 Product faults are rectified or reported.
4 Complete operations	4.1 Product is doffed and replaced according to manufacturer specifications.

- 4.2 Product is dispatched to next process.
- 4.3 Cleaning of area is completed to ensure work environment is maintained in a safe and productive manner.
- 4.4 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.

Machines may include	<ul style="list-style-type: none"> • drawing machines • roving machines • spinning machines • twisting machines • winding machines
Product requirements may include	<ul style="list-style-type: none"> • count • twist • ply • tension • weight • lubrication • twist direction • strength • extension
Machine operations may include	<ul style="list-style-type: none"> • drafting • twisting • splicing • piecing up, joining • fault identification • steaming • vacuuming • oiling
Faults may include	<ul style="list-style-type: none"> • double ends • high thin places • wrong count • contamination • piecing up
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 production orders and schedules • check machine settings to meet production requirements • monitor spinning operations according to defined procedures and methods • make minor adjustments • check product against quality standards • load and unload products according to workplace practices • 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	<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"> • procedures and guidelines for safe operation of spinning machine • typical fault conditions and related fault finding procedures • types and styles of slubbing • 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>

- check machine safety equipment and report any faults
- prepare slubbing for spinning
- 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
- check and 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

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 specifications are entered into the machine.	2
Collect, analyse and organise information	Production outcomes are recorded.	2
Plan and organise activities	Product is prepared for spinning operations.	1
Work with others and in teams	Tasks are completed in team environment.	2
Use mathematical ideas and techniques	Bobbin quantity requirements are identified.	1
Solve problems	Recurring faults with spinning are addressed.	2
Use technology	Machine is used efficiently and safely.	2

LMTTX2004A Perform tufting operations

Unit descriptor	This unit covers the skills and knowledge to prepare, operate and monitor a tufting loom.
Prerequisites	Nil
Application	<p>The unit applies to the preparation, operation, monitoring and adjusting of a tufting loom used in the production of textile products such as carpets.</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 <i>Set up and load tufting loom</i>	<p>1.1 Specifications are checked to identify requirements for production.</p> <p>1.2 Loom settings are checked to meet <i>product requirements</i>.</p> <p>1.3 <i>Tufting yarns</i> are identified, checked and <i>joined</i> into the loom according to manufacturer specifications.</p> <p>1.4 Non-conforming materials are reported.</p> <p>1.5 Area around loom is kept clean during setting and loading.</p>
2 Operate and monitor tufting loom	<p>2.1 Tufting loom is started and stopped according to manufacturer requirements.</p> <p>2.2 Loom is monitored to ensure correct operation.</p> <p>2.3 Waste is sorted.</p> <p>2.4 Loom is cleaned when required.</p> <p>2.5 Minor product process and machine faults are identified and corrected where necessary to meet specified requirements and are reported.</p> <p>2.6 Major machine faults are reported.</p>
3 Check product quality	<p>3.1 Product is checked against quality standards.</p> <p>3.2 Product is assessed for <i>faults</i> and non-conformances.</p> <p>3.3 Product faults are rectified or reported.</p>
4 Complete tufting process	<p>4.1 Product is unloaded or removed according to manufacturer specifications and <i>OH&S practices</i>.</p> <p>4.2 Product is despatched to next process.</p>

- 4.3 Cleaning of area is completed to ensure work environment is maintained in a safe and productive manner.
- 4.4 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.

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|-------------------------------------|--|
| Set up and load machine may include | <ul style="list-style-type: none"> • creeling or beaming • primary backing • backing type and specifications • yarn type and specifications |
| Product requirements may include | <ul style="list-style-type: none"> • level loop • cut pile • cut and pile • loop pile • colour • pattern • size • stitch rate • tension • hard twist pile • blends • frieze (textured/bulk) • Saxony (plush) • Berber (thick yarns) • sisal/cord (textured) |
| Tufting yarns may include | <ul style="list-style-type: none"> • wool • nylon • acrylic • polypropylene • polyester |
| Joined may include | <ul style="list-style-type: none"> • splicing • weavers knot • double weavers knot |
| Faults may include | <ul style="list-style-type: none"> • holes • j-cutting • low-cut yarn • incorrect yarn height • foreign matter • creasing of primary backing or carpet • lines in carpet • marks • broken looper • choppy face |

OH&S practices	<ul style="list-style-type: none"> • blocked creel tubes <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
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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"> • check machine settings to meet production requirements • monitor tufting machine according to defined procedures and methods • make minor adjustments • check product against quality standards • load and unload products • 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 according to instructions • 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"> • procedures and guidelines for safe operation of tufting machine

- typical fault conditions and related fault finding procedures
- types and styles of yarns used in tufted products
- 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:

- check machine safety equipment
- recognise fault conditions
- check and 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

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 specifications are entered into the machine.	2
Collect, analyse and organise information	Production outcomes are recorded.	2
Plan and organise activities	Yarn is prepared for tufting operations.	1
Work with others and in teams	Tasks are completed in team environment.	2
Use mathematical ideas and techniques	Yarn requirements are identified.	1
Solve problems	Broken yarn is repaired.	2
Use technology	Machine is used efficiently and safely.	2

LMTTX2005A Perform creeling operations

Unit descriptor	This unit covers the skills and knowledge to perform creeling or beaming operations.
Prerequisites	Nil
Application	<p>The unit applies to skills associated with loading cones onto creels in warping or spinning machine or weaving or tufting loom.</p> <p>Creeling is performed during weaving, wafting, spinning or tufting operations. Yarn requirements are set by textile pattern specifications and may be complex, with numerous cones in operation at any one time.</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	Textile Production

ELEMENTS	PERFORMANCE CRITERIA
1 Set up and load creels	1.1 Production specifications are checked to identify requirements for yarn quantity, quality and colour as required. 1.2 Yarn batch is checked to ensure conformity to specifications. 1.3 Non-conforming materials are reported. 1.4 Cones are loaded onto creeling magazine. 1.5 Yarn is tied or spliced into creel and entered into the reed, accumulators, tension and clearing devices as required. 1.6 Yarns are checked to ensure they are straight, flat and aligned.
2 Maintain continuous flow of yarn during production	2.1 Tension settings are adjusted to meet production requirements. 2.2 Sensors are checked for operation as required. 2.3 Broken yarn is identified. 2.4 Yarn is retied using weaver's knots, alternative tying tools or methods. 2.5 Yarn flow is maintained according to the need and speed of the machine and <i>OH&S practices</i> . 2.6 Creels are reloaded with cones as required to achieve continuous flow of yarn. 2.7 Machine or product faults are reported or addressed.
3 Complete operations	3.1 Empty cones are despatched. 3.2 Cleaning of area and disposal of waste is completed 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

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:

- check specifications to meet production requirements
- load and unload creeling magazine
- tie and splice yarn
- maintain continuous flow to machine
- 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 according to instructions
- 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 creeling magazine • typical fault conditions and related fault finding procedures • tying-in techniques • 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"> • start and stop machines according to specifications • recognise, rectify and report faults or problems • 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

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 specifications are used to load creeling magazine.	2
Collect, analyse and organise information	Cones are loaded for creeling.	2
Plan and organise activities	Cones are identified for replacement.	1
Work with others and in teams	Tasks are coordinated with weaving operator.	2
Use mathematical ideas and techniques	Yarn is guided correctly through to weaving operations.	1
Solve problems	Broken yarn is repaired.	2
Use technology	Creeling magazine is correctly prepared and maintained.	2

LMTTX2006A Operate a weaving loom

Unit descriptor	The unit covers the skills and knowledge to prepare, operate and monitor a weaving loom.
Prerequisites	Nil
Application	<p>The unit applies to the preparation, operation, monitoring and adjusting of a weaving loom including Jacquard looms used in the production of a range of textile fabrics and materials.</p> <p>Creeling and beaming skills are covered under the unit LMTTX2005A Perform creeling operations</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Assist in set-up and loading of <i>weaving loom</i>	<p>1.1 Loom settings are checked against <i>product requirements</i>.</p> <p>1.2 <i>Yarns</i> are identified, checked and <i>tied</i> into the loom according to manufacturer specifications.</p> <p>1.3 Non-conforming materials are reported.</p> <p>1.4 Area around loom is kept clean during setting and loading.</p>
2 Operate and monitor weaving loom	<p>2.1 Weaving loom is started and stopped according to manufacturer requirements and <i>OH&S practices</i>.</p> <p>2.2 Loom is monitored to ensure correct operation.</p> <p>2.3 Waste is sorted.</p> <p>2.4 Cleaning of area is completed to ensure work environment is maintained in a safe productive manner.</p> <p>2.5 Minor product process and machine faults are identified and corrected where necessary to meet specified requirements, and are reported.</p> <p>2.6 Major machine faults are reported.</p>
3 Check product quality	<p>3.1 Product is checked against quality standards.</p> <p>3.2 Product is assessed for <i>faults</i> and non-conformances.</p> <p>3.3 Product faults are rectified or reported.</p>
4 Complete weaving	<p>4.1 Product is unloaded or removed according to manufacturer</p>

- process specifications.
- 4.2 Product is despatched to next process.
 - 4.3 Cleaning of area is completed to ensure work environment is maintained in a safe and productive manner.
 - 4.4 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.

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|----------------------------------|--|
| Weaving loom may include | <ul style="list-style-type: none"> • beam or creel fed • broadlooms • narrowlooms • shuttle type looms • Jacquard weaving looms • sample weaving looms • air jet • rapier • projectile |
| Product requirements may include | <ul style="list-style-type: none"> • yarn combinations and patterns • tension • size • weight • selvedge • type of weave |
| Yarns may be | <ul style="list-style-type: none"> • wool • nylon • acrylic • polypropylene • polyester • cotton • blends |
| Ties may include | <ul style="list-style-type: none"> • splicing • weavers knot • double weavers knot |
| 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 |

	<ul style="list-style-type: none"> • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices
Faults may include	<ul style="list-style-type: none"> • holes • foreign matter • crossed ends • crossing spools • incorrect selvedge • loops in face, rough face • creasing • lines • marks • broken yarns • blocked creel tubes • false lifts • missing picks

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"> • check machine settings to meet production requirements • monitor weaving machine according to defined procedures and methods • make minor adjustments • check product against quality standards • load and unload products according to workplace practices • 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 according to instructions • 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	<p>This unit may be assessed independently or in combination with other</p>

assessment	relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • procedures and guidelines for safe operation of weaving machines • basic principles of weaving technology and processes including different types of weaves and looms, arrangement of mechanisms on looms, drives of looms, dynamics of the whole machine, warp repair methods, warp regulation and product take-up, shedding devices, thread tensioners and dynamics of thread movement and breakage, beating-up devices, types of picking, tension and weft length checking. • knotting and creeling techniques • warp tying methods • typical fault conditions and related fault finding procedures • types and styles of yarns used in woven products • minor 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 loom safety equipment and report any faults • recognise, rectify and report loom faults or problems • clean loom as required • use resources effectively and efficiently • 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

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 or yarn faults are communicated to appropriate personnel.	2

Collect, analyse and organise information	Production outcomes are recorded.	2
Plan and organise activities	Yarn is prepared for weaving operations.	1
Work with others and in teams	Tasks are completed in team environment.	2
Use mathematical ideas and techniques	Yarn requirements are identified.	1
Solve problems	Broken yarn is repaired.	2
Use technology	Machine is used efficiently and safely.	2

LMTTX2007A Perform knitting operations

Unit descriptor	This unit covers the skills and knowledge to prepare, operate and monitor a knitting machine.
Prerequisites	Nil
Application	<p>The unit applies to the preparation, operation, monitoring and adjusting of a commercial knitting machine used in the production of knitted textile 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	Textile Production

ELEMENTS	PERFORMANCE CRITERIA
1 Set up and load machine	1.1 Specifications are checked to identify requirements for production. 1.2 Machine settings are checked to meet <i>product requirements</i> . 1.3 <i>Yarns</i> are identified, checked and loaded onto the knitting machine according to manufacturer specifications. 1.4 Non-conforming materials are reported. 1.5 Area around machine is kept clean during setting and loading.
2 Operate and monitor machine	2.1 Knitting machine is started and stopped according to manufacturer requirements and <i>OH&S practices</i> . 2.2 Machine is monitored to ensure correct operation. 2.3 Yarn supply is checked and replaced to ensure continuous flow to machine. 2.4 Waste is sorted. 2.5 Minor product process and machine faults are identified, corrected and reported. 2.6 Major machine faults are reported.
3 Check product quality	3.1 Product is checked against quality standards. 3.2 Product is assessed for <i>faults</i> and non-conformances. 3.3 Product faults are rectified or reported.
4 Complete knitting process	4.1 Product is unloaded or removed according to manufacturer specifications.

- 4.2 Product is despatched to next process.
- 4.3 Cleaning of area is completed to ensure work environment is maintained in a safe and productive manner.
- 4.4 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.

- | | |
|----------------------------------|---|
| Product requirements may include | <ul style="list-style-type: none"> • flat knitting • circular knitting • colour • pattern • size • stitch gauge • tension • weft knits • warp knits • plain, purl, double, tricot knit • sock knitting • full garment |
| Yarns may be | <ul style="list-style-type: none"> • wool • nylon • acrylic • polypropylene • polyester • cotton • viscose • blends |
| 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 |
| Faults may include | <ul style="list-style-type: none"> • holes • foreign matter |

- creasing
- lines
- runs

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"> • check machine settings to meet production requirements • monitor knitting machine according to defined procedures and methods • make minor adjustments • check product against quality standards • load and unload products according to workplace practices • 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 according to instructions • 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"> • procedures and guidelines for safe operation of knitting machine • typical fault conditions and related fault finding procedures • types and styles of yarns used in knitted products • 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 • start and stop machines according to specifications

- recognise, rectify and report machine faults or problems
- 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

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 specifications are entered into the machine.	2
Collect, analyse and organise information	Production outcomes are recorded.	2
Plan and organise activities	Yarn is prepared for knitting operations.	1
Work with others and in teams	Tasks are completed in team environment.	2
Use mathematical ideas and techniques	Yarn requirements are identified.	1
Solve problems	Broken yarn is repaired.	2
Use technology	Machine is used efficiently and safely.	2

LMTTX2008A Apply finishing processes to textile production

Unit descriptor	This unit covers the skills and knowledge to conduct final finishing processes to textile production.
Prerequisites	Nil
Application	<p>The unit applies to processes applied to textile products after production operations are completed. Processes may include operations such as printing, coating, tumbling, brushing, rolling, pressing, decoclaving, padding, mending and other operations designed to achieve a specific effect on textile products. This unit includes the preparation, operation, monitoring and adjusting of machines and equipment used in finishing processes.</p> <p>This unit does not cover packaging and folding processes and equipment used to prepare textile products for despatch or distribution. These skills are covered in a separate unit. Dyeing operations are also covered in a separate unit.</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Set up and load finishing machine or equipment	<p>1.1 Finishing processes required for textile product are confirmed.</p> <p>1.2 Textile product is checked for quality and conformity to specifications.</p> <p>1.3 Non-conforming materials are reported.</p> <p>1.4 Textile product is loaded into finishing machine or prepared for manual finishing.</p>
2 Operate and monitor finishing machines or equipment	<p>2.1 Finishing process is undertaken according to workplace and OH&S practices.</p> <p>2.2 Process is monitored to ensure product specifications and quality standards are achieved.</p> <p>2.3 Product is checked during and on completion of finishing process.</p> <p>2.4 Product faults are identified.</p> <p>2.5 Environmental requirements and procedures concerned with waste, pollution and recycling of materials are correctly applied at all stages of the process.</p>

- 2.6 Minor product process and machine faults are identified and corrected where necessary to meet specified requirements and are reported.
- 2.7 Major machine or product faults are reported.
- 3 Remove product and despatch
 - 3.1 Product is checked against quality standards.
 - 3.2 Product is unloaded or removed from finishing area according to specifications.
 - 3.3 Product is despatched.
 - 3.4 Cleaning of area is completed 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.

- Finishing process may include
 - bevelling, brushing, coating, cropping, crushing, cutting, decatizing, decoclaving, fire retardant treatment, laminating, mending, milling, padding, pressing, printing, raising, rolling, scouring, shearing, singeing, stabilising, tumbling, washing
- Textile product may include
 - woven or knitted fabric
 - woven or knitted carpet
 - nonwoven textile product
- 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
- Faults may include
 - holes
 - creases and folds
 - marks
 - impressions
 - inconsistent coverage
 - broken or pulled yarns

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"> • check machine settings to meet production requirements • operate and monitor one type of machine involving defined procedures and methods • make minor adjustments • check product against quality 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	<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"> • safe operation of finishing machines • typical fault conditions and related fault finding procedures • 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 • start and stop machines according to specifications • recognise, rectify and report machine faults or problems • clean machines as required • check machine maintenance records if required • 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

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 specifications are entered into the machine.	2
Collect, analyse and organise information	Production outcomes are recorded.	2
Plan and organise activities	Finishing process is planned to achieve specified outcomes.	1
Work with others and in teams	Tasks are completed in team environment.	2
Use mathematical ideas and techniques	Production quantity requirements are interpreted.	1
Solve problems	Faults are identified.	2
Use technology	Machine is used efficiently and safely.	2

LMTTX2009A Weigh and check textile materials and products

Unit descriptor	This unit covers the skills and knowledge to weigh and check textile materials and products.
Prerequisites	Nil
Application	<p>The unit applies to the preparation and weighing of fibre, yarns, raw materials and finished products, and checking that weights are accurately recorded. Work may be conducted under some supervision.</p> <p>Work may be conducted in a variety of environments, such as:</p> <ul style="list-style-type: none"> • operational workplace activities • restricted space • hazardous, controlled or exposed conditions <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	Textile Production

ELEMENTS	PERFORMANCE CRITERIA
1 Prepare for weighing	1.1 Fibre, yarns, other <i>materials and products</i> to be weighed are identified and samples are taken. 1.2 Appropriate weighing or measuring <i>equipment</i> is organised. 1.3 Calibration is checked as required.
2 Weigh materials and products	2.1 Fibre, yarns, raw materials and products are weighed accurately. 2.2 Weighing is conducted according to materials handling and <i>OH&S practices</i> . 2.3 Weights are correctly recorded and documented.
3 Check materials and products	3.1 Yarns, raw materials and products are correctly checked for colour, blend and number if appropriate. 3.2 The weight of the fibres, yarns, raw materials and textile products is checked against production order.
4 Confirm documentation	4.1 Fibres, yarn, raw materials and product weight, colour and order details are checked against relevant <i>documentation</i> .

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.

Materials and products may include	<ul style="list-style-type: none"> • yarns for tufting • spun cotton, worsted and woollen yarns • finished knitted garments • finished hosiery garments • nonwoven raw materials and fabrics • finished fabrics used in textile printing • fabrics used in weaving, dyeing, knitting, tufting and finishing
Equipment may include	<ul style="list-style-type: none"> • weighing, measuring and mixing equipment which are used according to manufacturer specifications and workplace practices
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
Documentation may include	<ul style="list-style-type: none"> • production order • delivery documentation • tickets or labels • specification sheet

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"> • correctly weigh and measure • record and document weight and measurement readings • check results against specifications • apply OH&S practices in workplace 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

	<ul style="list-style-type: none"> • 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"> • operation of weighing and measuring machines and equipment • requirements for recording and documenting equipment readings • care and maintenance of equipment • technical specifications manuals • quality standards and practices • stores and procurement procedures • 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 machines and measuring equipment • calibrate equipment • confirm compliance to operational specifications • interpret technical data • recognise fault conditions • test and adjust equipment • check products against 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

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	Weights are correctly documented.	2
Collect, analyse and organise information	Product specifications are identified and interpreted.	2
Plan and organise activities	Weighing equipment is calibrated and prepared.	2
Work with others and in teams	Heavy items are lifted with work colleague.	2
Use mathematical ideas and techniques	Weights are measured.	2
Solve problems	Non-conformances are reported.	2
Use technology	Weighing equipment is used and interpreted correctly.	3

LMTTX2010A Load and operate dyeing equipment

Unit descriptor	This unit covers the skills and knowledge to load and operate dyeing equipment.
Prerequisites	Nil
Application	<p>The unit applies to the preparation of dye mix, loading fabrics or yarn, operations, monitoring and unloading of materials in a dye house. Dyeing may be conducted at the raw material stage before spinning, weaving or knitting, at the hanking stage after yarn has been spun or at the final fabric production stage.</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Set up and load machine	<p>1.1 Dye is mixed according to dye worksheet using correct measuring devices and personal protective equipment.</p> <p>1.2 Dye worksheet is checked and if required entered into the dyeing machine.</p> <p>1.3 Dye and dyeing chemicals are loaded into the tank or machine according to OH&S practices.</p> <p>1.4 Yarn or fabric is weighed and loaded for dyeing according to specifications.</p> <p>1.5 Non-conforming materials are reported.</p> <p>1.6 Area around dye tank or machine is kept clean during setting and loading.</p>
2 Operate and monitor dyeing machine	<p>2.1 Dyeing machine is started and stopped according to manufacturer requirements.</p> <p>2.2 Dyeing operations are monitored to ensure conformance with dye worksheet.</p> <p>2.3 Waste is sorted.</p> <p>2.4 Tank or machine is cleaned when required.</p> <p>2.5 Minor faults are identified and corrected where necessary to meet specified requirements and are reported.</p>

- 2.6 Major machine faults or incorrect dyeing are reported.
- 3 Complete dyeing operations
- 3.1 Yarn or fabric is unloaded.
- 3.2 Product is despatched to next process.
- 3.3 Cleaning of area is completed to ensure work environment is maintained in a safe and productive manner.
- 3.4 Production records and other documentation are accurately completed.
- 4 Check dye outcomes
- 4.1 Yarn or fabric is checked against quality standards for dye colouring.
- 4.2 Yarn or fabric is assessed for *faults* and non-conformances.
- 4.3 Yarn or fabric dyeing faults are rectified or reported.

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.

- Product requirements may include
- colour
 - treatment
- Machine operations may include
- dyeing
 - drying
 - washing
 - treatments
 - atmospheric dyeing
 - pressure dyeing
 - dyeing regime (temperature, times, dye, chemicals, additions)
 - dye uptake
 - levelness
 - binding, fixation
 - discharge, effluent
- Faults may include
- inconsistent colouring
 - marks
 - contamination
- 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"> • interpret production dyeing orders and schedules • prepare dye solutions • check machine settings and tank solutions to meet production requirements • monitor operations according to defined procedures and methods • make minor adjustments • trouble shoot unforeseen dying incidents • check product against quality standards • load and unload products according to workplace practices • 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	<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"> • procedures and guidelines for safe operation of dyeing equipment • typical fault conditions and related fault finding procedures • dyeing principles • machine and tank minor 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 safety equipment and evacuation procedures • handle dangerous chemicals • correctly use personal protection equipment

- report any faults
- accurately measure quantities for dye mix
- select and use the correct liquid and solids measuring instruments and equipment
- prepare yarn or fabric for dyeing
- recognise, rectify and report faults or problems
- clean machines and tanks as required
- check machine maintenance records
- 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

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 specifications are entered into the machine.	2
Collect, analyse and organise information	Production outcomes are recorded.	2
Plan and organise activities	Slubbing is prepared for spinning operations.	1
Work with others and in teams	Tasks are completed in team environment.	2
Use mathematical ideas and techniques	Bobbin quantity requirements are identified.	1
Solve problems	Recurring faults with spinning are addressed.	2
Use technology	Machine is used efficiently and safely.	2

LMTTX2011A Repair textile product

Unit descriptor	This unit covers the skills and knowledge to repair textile products.
Prerequisites	Nil
Application	<p>The unit applies to the repair of final products or products produced at different stages of production to meet quality standards.</p> <p>It involves the use of discretion, initiative and judgement on the job in own work.</p> <p>The complexity and degree of responsibility is dependent on the size of the workplace, internal work organisation, materials being used, intricacy of design and means of construction.</p> <p>The unit may include machine and tool maintenance applicable to the repair task.</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Determine repair requirements	<p>1.1 <i>Textile product fault</i> is identified.</p> <p>1.2 Requirements for repair of <i>textile product</i> are determined and specifications for repair task documented.</p>
2 Prepare for repair of textile product	<p>2.1 Textile product is prepared in appropriate manner for repair.</p> <p>2.2 Yarn, fabric or raw materials required for the repair task are identified and prepared.</p> <p>2.3 <i>Machinery, equipment and tools</i> required for the repair task are assembled and checked.</p> <p>2.4 Plan for the repair task is developed.</p>
3 Undertake textile product repair	<p>3.1 Repair is undertaken to restore textile product to the standard specified using a range of techniques and materials, as required.</p> <p>3.2 Textile product is checked against specifications and appropriate quality standards, and adjustments made as required.</p> <p>3.3 Textile product is prepared for storage or transferred to the appropriate work section, as required.</p> <p>3.4 Paperwork and documentation is prepared.</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.

Textile product may include	<ul style="list-style-type: none"> carpet fabric knitted products hosiery nonwoven fabrics yarns
Textile product fault may include	<ul style="list-style-type: none"> fault in yarn quality, ply, twist poor quality of fabric or product holes, cuts, breaks in yarn, fabric or product inconsistent colouring contaminants in the product lines or marks in the product incorrect yarn height
Machinery, equipment and tools may include	<ul style="list-style-type: none"> • mending guns • hand pens • needles • sewing machines • gluing equipment • knives

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"> • assess textile product for repair • repair textile product to optimum condition
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	<ul style="list-style-type: none"> • check repair against quality standards • interact with workplace personnel and clients • 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 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"> • construction of product being repaired • characteristics of materials used in product construction • repair techniques and their application • 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"> • perform maintenance and repair techniques to the required quality standard • communicate effectively with clients, work groups and supervisors • use hand and machine techniques appropriate to the repair task • 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	Repairs are documented or communicated according to workplace practices	2
Collect, analyse and organise information	Information on types of fault and repair requirements are accessed and used to perform product repairs.	2
Plan and organise activities	Required equipment and materials for repair are obtained.	2
Work with others and in teams	Faults are communicated to appropriate personnel.	2
Use mathematical ideas and techniques	Quantity of materials required for repair is calculated.	2
Solve problems	Repair requirements are identified for specific faults.	2
Use technology	Appropriate tools are used efficiently to make repairs.	2

LMTTX2012A Perform industrial sewing on textile products

Unit descriptor	This unit covers the skills and knowledge to perform industrial sewing on textile products.
Prerequisite	Nil
Application	<p>The unit applies to sewing work using an industrial sewing machine.</p> <p>Sewing operations may be performed to repair or finish textile products using a single machine on a limited range of fabrics and textile products. Tasks are preset and the operator must be able to work quickly and accurately to achieve required specifications.</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Prepare work	<p>1.1 Work is received, checked and any follow-up action is determined.</p> <p>1.2 Work is laid out in sequence.</p>
2 Prepare workstation	<p>2.1 Workbench and seating are set up according to OH&S practices.</p> <p>2.2 Machine is cleaned and checked.</p> <p>2.3 Records are kept.</p> <p>2.4 Machines are set up and adjusted according to specifications for the work.</p> <p>2.5 Needles, attachments and/or parts are checked and worn needles and/or parts are identified and reported or replaced, according to manufacturer instructions.</p>
3 Identify poor machine performance	<p>3.1 The performance of the machine is regularly checked for signs of faulty operation, including evidence from the inspection of finished work and required action taken.</p>
4 Sew textile product	<p>4.1 Sewing is conducted according to requirements for operations.</p> <p>4.2 Quality standards are met.</p> <p>4.3 Sewing is conducted according to OH&S practices and the requirements for the speed of work.</p> <p>4.4 Machine speed and work handling are controlled for the type of</p>

- operations, fabrics and product type.
- 5 Complete work
- 5.1 Sewn components or textile products are inspected, any faults identified and appropriate action taken and finished pieces are checked against quality standards.
 - 5.2 Results of inspection of finished work are recorded.
 - 5.3 Action taken to reject or correct faulty work is recorded.
 - 5.4 Preventative action taken to avoid any recurrence of defective work is recorded.
 - 5.5 Production records and packing slips are completed.
 - 5.6 Completed work is directed to the next operation or packing section.

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.

- Work may include
- pieces of material or fabric components
 - yarns and threads
 - finished textile products
 - components of textile products
 - faulty textile products
 - labels and tickets
 - finishing components and accessories
- Checked includes
- checking that the work matches job specifications
 - checking that previous operations have been successfully completed
- 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
- Machines may include
- plain lockstitch sewing machine
 - three, four or five thread overlocker
 - zigzag sewing machine
 - blind hemming machines
- Set-up includes
- correct thread, needle size and type, needle guard, tension setting and attachments
- Needles may include
- a variety of size and types such as standard, ball point
- Operations may
- sewing techniques where the positioning, feeding and handling of

include work pieces involves some discretionary changes, contouring or critical stopping points or special handling skills to accommodate fabric variations

- gathering, easing, tucking, stitching curves

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"> • check work against job specifications and workplace practices • prepare workstation and work before commencing sewing operations • apply sewing techniques • 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 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"> • techniques in using and maintaining industrial sewing machines • characteristics of fabrics and threads used in textile product • 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 and sew textile products • consistently achieve quality and production output requirements • 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 and quality outcomes are recorded.	2
Collect, analyse and organise information	Work is checked for compliance with ticket information.	1
Plan and organise activities	Machine set-up and adjustments are determined to meet production requirements.	2
Work with others and in teams	Machine and material supply requirements are communicated to appropriate personnel.	2
Use mathematical ideas and techniques	Production outcome quantities are determined.	2
Solve problems	Machine operation faults are identified and reported.	2
Use technology	Machines are used to sew textile products.	2

LMTTX2013A Conduct packaging or folding for textile production

Unit descriptor	This unit covers the skills and knowledge to conduct packaging or folding for textile production.
Prerequisites	Nil
Application	<p>The unit applies to the use of machines and processes to prepare textile products for warehousing or distribution. Machines may perform operations such as folding, ticketing, labelling and packaging.</p> <p>The application of this competency is likely to involve repetitive work and requires a limited range of operations such as loading and unloading machines, and placing tickets and labels on finished products.</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	Textile Production

ELEMENTS

- 1 Prepare work pieces and workstation
- 2 Complete packaging or folding tasks
- 3 Despatch completed work

PERFORMANCE CRITERIA

- 1.1 Work pieces or materials are laid out in sequence.
- 1.2 Work area, bench or seating are set up or prepared according to **OH&S practices**.
- 1.3 **Machine** or process is set up.
- 1.4 **Routine minor maintenance** is performed as required according to manufacturer specifications.
- 1.5 Any problems are reported and recorded.
- 2.1 Machine is operated or process conducted.
- 2.2 Work is assessed for compliance with quality standards and production specifications.
- 3.1 Textile products are checked against quality standards.
- 3.2 Any faults identified are reported and recorded.
- 3.3 Completed products are directed for despatch.
- 3.4 Work documentation is completed 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.

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: <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
Machine may include	<ul style="list-style-type: none"> • labelling machine or printer • packaging machine • stud machine • folding machine
Routine minor maintenance may include	<ul style="list-style-type: none"> • cleaning work area • minor adjustments to machine settings or components • oiling or lubricating

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"> • check work against ticket information and workplace standards • prepare workstation and work before commencing operations • apply machine operation techniques • carry out minor machine maintenance according to workplace practices • 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 • 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	Demonstrates knowledge of: <ul style="list-style-type: none"> • operating procedures for machines • 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 perform packaging or related tasks • carry out machine operations • 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	Task procedures are discussed with supervisor.	1
Collect, analyse and organise information	Work pieces are checked for compliance with workplace standards.	1
Plan and organise activities	Work is prepared for activity.	1
Work with others and in teams	Activities are conducted in cooperation with others.	1

Use mathematical ideas and techniques	Work positioning requirements are determined.	1
Solve problems	Faults are reported.	1
Use technology	Equipment is used effectively and safely.	2

LMTTX2014A Use specialised machinery to assist textile production

Unit descriptor	This unit covers the skills and knowledge to use specialised machinery to assist in the production of textile products.
Prerequisites	Nil
Application	<p>The unit applies to the skills needed to operate production machinery not covered by other textile production units. Examples of skills covered by this unit include the use of specialised machines such as stud machines, fusing or gluing machines and bevelling and cutting machines. It does not include the use of machines used for weaving, spinning, knitting, tufting, creeling, dyeing, packing, folding and finishing operations as these skills are covered by other textile production units.</p> <p>The machine operation preparation skills covered by this unit do not include the set-up or maintenance of machinery where such tasks are normally performed by textile mechanics, fitters or electricians.</p> <p>The unit does not cover the use of machines used for weaving, spinning, knitting, tufting, creeling, dyeing, packing, folding and finishing operations where these skills are covered by other textile production units. The unit also does not cover materials handling equipment such as forklifts.</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	Textile Production
ELEMENTS	PERFORMANCE CRITERIA
1 Prepare for <i>specialised machine</i> operation	1.1 Work pieces or materials are laid out in sequence. 1.2 Work area, bench or seating are set up or prepared according to OH&S practices . 1.3 Specialised machine is prepared and adjusted according to the specifications for the work. 1.4 Problems are reported and recorded.
2 Operate specialised machine	2.1 Specialised machine is operated. 2.2 OH&S practices are followed. 2.3 Work is assessed for compliance with quality standards and production

specifications.

- 2.4 Specialised machine is checked during production and adjusted to ensure optimum performance.
- 3 Despatch completed work
- 3.1 Production outputs are checked against quality standards.
- 3.2 Any machine or product faults identified are reported and recorded.
- 3.3 Outputs are directed to the next operation.
- 3.4 Work documentation is completed 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.

- Specialist machine may include
- stud machine
 - fusing or gluing or backing machine
 - labelling machine
 - bevelling machine
 - cutting machine

- 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:
- check work against job specifications and workplace standards
 - prepare workstation and work before commencing operations
 - apply machine operation techniques
 - carry out minor machine maintenance according to workplace practices
 - understand and use workplace fault reporting practices
 - apply OH&S practices in work operations
 - maintain accurate records

- Consistency in
- Consistently applies skills and knowledge when:

performance	<ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • 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"> • operating procedures for specialised machinery • 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"> • perform production tasks • carry out specialised machine operation • 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	Task procedures are discussed with supervisor.	1

information

Collect, analyse and organise information	Work pieces are checked for compliance with workplace standards.	1
Plan and organise activities	Work is prepared for activity.	1
Work with others and in teams	Activities are conducted in cooperation with others.	1
Use mathematical ideas and techniques	Machine setting requirements are determined.	1
Solve problems	Faults are reported.	1
Use technology	Specialised equipment is used effectively and safely.	2

LMTTX2015A Handle and prepare chemicals, dyes and other substances used in textile production

Unit descriptor	This unit covers the knowledge and skills to handle and prepare chemicals, dyes and other substances used in textile production.
Prerequisites	Nil
Application	<p>The unit covers the application of safety and operational procedures to access and prepare chemicals, dyes and other substances be used in textile production. Preparation may require measuring, mixing and storing according to the needs of the operation. Work may require some judgement.</p> <p>Work may include 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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Identify storage procedures for <i>substances</i>	1.1 Location and <i>storage conditions</i> for substances are identified. 1.2 Storage and access documentation requirements are identified. 1.3 Workplace practices for accessing stored substances are identified. 1.4 Housekeeping requirements for stored substances are identified.
2 Identify hazards and risk control measures associated with substances	2.1 <i>Hazards</i> associated with the handling and uses of substances used in the workplace are identified. 2.2 Emergency procedures for workplace are identified. 2.3 <i>Risk control measures</i> associated with substances are identified. 2.4 <i>Personal protective equipment</i> to be used when working with substances is identified. 2.5 Special handling procedures for substances are identified.
3 Prepare substances	3.1 Substances required for production processes are identified. 3.2 Specifications for required substances are identified. 3.3 Mixing or preparing procedures are confirmed. 3.4 Substances are prepared according to <i>OH&S practices</i> . 3.5 Substances are directed to next process.

- 3.6 Spillages or incidents are reported to *appropriate personnel*.
- 4 Store substances
- 4.1 Substances are stored according to storage requirements.
- 4.2 Required documentation is completed.
- 4.2 Spillages are cleared according to workplace practices and housekeeping requirements 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.

- | | |
|---|---|
| Substances may include | <ul style="list-style-type: none"> • dyes • chemicals • cleaning agents • solvents • substances used in the preparation of yarns or textile products for production processes • other liquid or particle additives used in textile production |
| Storage conditions may include | <ul style="list-style-type: none"> • temperature • security • labelling • organisation • containers used |
| Hazards may include | <ul style="list-style-type: none"> • exposure to chemicals, other harmful substances, machinery and equipment including: <ul style="list-style-type: none"> • chemicals, dangerous or other hazardous substances • load shifting equipment such as overhead cranes, forklifts • production machinery and equipment • inflammable materials and fire hazards • manual handling of materials and equipment • waste management and disposal • extremes in weather conditions • variations in lighting levels • a range of floor surfaces • water hazards • accidents • traffic flow, vehicle and equipment operation • a range of storage areas |
| Risk control measures may include | <ul style="list-style-type: none"> • isolation procedures • guards and safety devices • traffic and pedestrian flow regulation • inspections • housekeeping |
| Personal protective equipment may include | <ul style="list-style-type: none"> • goggles or face shields • respirators • air-supplied or self-contained helmets |

OH&S practices	<ul style="list-style-type: none"> • safety boots, gloves and appropriate clothes/garments <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
Appropriate personnel may include	<ul style="list-style-type: none"> • workplace personnel • supervisors • OH&S representatives

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 handling and preparing substances 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	<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"> • production processes and procedures for using substances • location of materials, equipment and designated work areas for

working with substances

- workplace emergency and evacuation procedures
- the meaning of OH&S signs and symbols
- workplace reporting procedures in regard to risks, hazards and accidents
- 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:

- carry out measurements
- identify and apply risk control measures
- identify and report workplace hazards
- follow OH&S 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	Substance preparation 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	Movement of substances is conducted in cooperation with others.	2
Use mathematical ideas and techniques	Required quantities of substances are determined.	2
Solve problems	Hazards are identified and reported.	2
Use technology	Equipment is used correctly.	2

LMTTX2016A Perform knotting for weaving operations

Unit descriptor This unit covers the skills and knowledge to perform knotting to support weaving operations.

Prerequisites

Application The unit applies to skills associated with loading beams onto looms for weaving and attaching yarn using a knotting machine, manual knotting processes or a tying stand. Knotting is undertaken as part of the weaving or tufting loom process.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:

- 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 Textile Production

ELEMENTS

PERFORMANCE CRITERIA

- | | | |
|---|-----------------------|---|
| 1 | Set up and load beams | 1.1 Production specifications are checked to identify requirements for yarn quantity, quality and colour. |
| | | 1.2 Yarn batch and pattern is checked to ensure conformity to specifications. |
| | | 1.3 Non-conforming materials are reported. |
| | | 1.4 Beams are loaded onto weaving machine. |
| 2 | Knot yarn for weaving | 2.1 Yarn is prepared for knotting using leases. |
| | | 2.2 Yarn is knotted using knotting machine or manual knotting techniques. |
| | | 2.3 Broken yarn is identified and repaired. |
| 3 | Test knots | 3.1 Knots are checked to ensure adequate strength. |
| | | 3.2 Knots are tested during initial weaving loom operation. |
| | | 3.3 Broken yarn is identified. |
| | | 3.4 Yarn is retied using weavers knot or alternative techniques. |
| | | 3.5 Machine or product faults are reported or addressed. |
| 4 | Complete operations | 4.1 Empty beams are despatched. |
| | | 4.2 Cleaning of area and disposal of waste is completed to ensure work environment is maintained in a safe and productive manner. |
| | | 4.3 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	<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
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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"> • check specifications to meet production requirements • load and unload beams • knot yarn • take a lease • comb out warp sheets • ensure adequate product flow to weaving machine • 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	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace</p>

	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 loading and unloading of beams • typical fault conditions and related fault finding procedures • tying-in and knotting techniques • 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"> • perform leasing • prepare yarn for knotting • load and unload beams • start and stop machines • monitor knots for strength • recognise, rectify and report faults or problems as required • clean equipment as required • perform required knotting and tying-in techniques • 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

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 specifications are used to load beams.	2
Collect, analyse and organise information	Beams are loaded for weaving.	2
Plan and organise activities	Knots are approached in methodical manner.	2

Work with others and in teams	Tasks are coordinated with the weaving team leader.	2
Use mathematical ideas and techniques	Yarn is guided correctly through to weaving operations.	2
Solve problems	Broken yarn is repaired.	2
Use technology	Knotting machine is correctly prepared and maintained.	3

LMTTX2017A Access and use information resources for textile production operations

Unit descriptor	This unit covers the skills and knowledge to access and use information resources for textile production operations.
Prerequisites	Nil
Application	<p>The unit applies to the identification and use of relevant industry information such as instructions, trade journals, manuals, specifications, OH&S practices, quality system documentation and drawings that may be used to assist in carrying out textile production activities.</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	Textile Production
ELEMENTS	PERFORMANCE CRITERIA
1 Identify and locate textile production information resources	<p>1.1 Information needs are identified and confirmed with appropriate personnel.</p> <p>1.2 Workplace <i>information resources</i> to assist in textile production operations are identified and located.</p> <p>1.3 Direction is sought from appropriate personnel where required, in locating and obtaining information.</p> <p>1.4 Information resources appropriate to work requirements and/or application are checked for currency and authenticity.</p>
2 Access textile production information	<p>2.1 Relevant information is located using <i>simple search techniques</i>.</p> <p>2.2 Symbols, codes, legends, abbreviations and textile production terminology are interpreted correctly.</p> <p>2.3 Information is accessed and relevant application understood.</p> <p>2.4 Information on <i>OH&S practices</i> and procedures is accessed and related to work activity.</p> <p>2.5 Clarification or further explanation of information is obtained, where required.</p> <p>2.6 Information is noted and summarised, if necessary, for subsequent use.</p>
3 Use information resources	<p>3.1 Information resources are used to assist in textile production operations.</p> <p>3.2 Where applicable, work is undertaken according to acquired information.</p>

- 4 Store information resources
- 4.1 Information resources are stored appropriately to ensure security, prevention of damage, and retrieval.
- 4.2 Currency of documentation is referred to and maintained.

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
- Information resources may include
- standard operating procedures, safety procedures, job lists, manufacturer manuals, specifications, textile production patterns and machine settings, Australian and International Standards, trade journals, quality system documentation customer requirements, workplace and site procedures and manuals, industry manuals, codes of practice, awards, legislation, plans, diagrams, log books
 - hard copy or electronic data
 - key personnel, supervisors, trainers, colleagues
- Simple search techniques may include
- using index, table of contents, numbering and classification systems, etc.
 - computer database search or look-up, questioning, cross-referencing
 - basic techniques to identify relevant information including skimming and scanning, identifying key words and ideas, etc.

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 and access sources of information
 - interpret work information
 - use information resources
 - apply information to own work activities
 - store information
- 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	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • information resources available in the workplace • range of formats in which information is presented • organisation of information by classification and cataloguing systems • own work role and activities • operating procedures for production machines or processes • expertise of key personnel • location of information 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"> • ask questions • apply information to own work • interpret textile production terminology, symbols and data relevant to work requirements • apply basic scanning techniques to locate required 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	Questions are asked to locate and check required information.	2
Collect, analyse and organise information	Workplace information is accessed, interpreted and applied to work activity.	2
Plan and organise activities	Information needs are identified and appropriate information resources located.	2
Work with others and in teams	Information requirements of workplace are identified and maintained.	2
Use mathematical ideas and techniques	Codes, symbols or operational data is accessed and interpreted.	2
Solve problems	Problems are identified, addressed or reported.	2
Use technology	Computers or information storage systems are used effectively to access or store information.	2

LMTTX2018A Restart machine after stoppage

Unit descriptor	The unit covers the skills and knowledge to restart a textile production machine for continued or new product production.
Prerequisites	Nil
Application	<p>The unit applies to the preparation of machines and materials for restarting production operation after machine has been stopped due to performance or maintenance reasons, or when the product line needs to be changed.</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	Textile Production
ELEMENTS	PERFORMANCE CRITERIA
1 Confirm production requirements	<p>1.1 <i>Reasons for machine stoppage</i> are confirmed.</p> <p>1.2 Machine is confirmed as ready for restart.</p> <p>1.3 Production specifications and machine settings are confirmed.</p> <p>1.4 Status of materials supply is confirmed.</p> <p>1.5 Preparation requirements for restarting production are identified.</p> <p>1.6 Relevant maintenance or repair personnel are notified about reasons for stoppage.</p>
2 Prepare to restart machine	<p>2.1 Materials and finished product are loaded or unloaded from the machine as required.</p> <p>2.2 Materials and finished product are checked against quality standards as required.</p> <p>2.3 Areas around the machine are cleaned as required to ensure work environment is maintained in a safe and productive manner.</p> <p>2.4 Waste is sorted.</p> <p>2.5 Machine is set.</p>
3 Restart machine	<p>3.1 Machine is restarted according to <i>OH&S practices</i>.</p> <p>3.2 Operation is monitored to ensure production meets specification and quality standards.</p> <p>3.3 Product faults are rectified or reported.</p> <p>3.4 Production records and other documentation are accurately completed</p>

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.

Reasons for machine stoppage may include

- breakdown
- not meeting performance specifications
- maintenance requirements
- completion of production run
- staff changeovers

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:

- check machine settings to meet production requirements
- prepare machine for start-up
- check product against quality standards
- load and unload products according to workplace practices
- 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

	<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	Demonstrates knowledge of: <ul style="list-style-type: none"> procedures and guidelines for safe operation of machine basic principles of textile production processes typical fault conditions and related fault finding procedures types of materials used in textile products 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"> check safety equipment prepare machine in timely manner monitor operations including machine production readings recognise, rectify and report faults or problems as required use resources effectively and efficiently 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 start-up is communicated to appropriate personnel.	2
Collect, analyse and	Production specifications are identified and incorporated into	2

organise information	start-up procedures.	
Plan and organise activities	Materials and production requirements are identified and sequenced for implementation.	1
Work with others and in teams	Tasks are completed in team environment.	2
Use mathematical ideas and techniques	Textile products are weighed and checked against specification.	1
Solve problems	Machine start-up is monitored to ensure correct production operation.	2
Use technology	Screen-based programs are used to enter machine settings or record/reset production progress or faults.	2

LMTTX3001A Identify quality and types of textile fibres, yarns and fabrics

Unit descriptor	This unit covers the skills and knowledge to identify the quality and types of fibres, yarns and fabrics used and produced in textile production.
Prerequisites	LMTTX2001A Identify fibres, yarns and textile materials and their uses in textile production
Application	<p>The unit applies to fibres, yarns and fabrics used and produced in the textile industry. These will include a range of natural and synthetic materials which may be used for knitted, tufted, woven or nonwoven products. It includes the conducting of simple tests to identify yarn and fabric types and properties. Testing under this unit is for production purposes only and does not cover skills required for specialised testing.</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Identify fibres, yarns and fabrics	1.1 Identification methods are used to identify fibres, yarns and fabrics
2 Determine fibre, yarn and fabric performance	2.1 Properties of fibres, yarns and fabric are identified. 2.2 Performance characteristics of fibres, yarns and fabric are identified and described. 2.3 Common fibre and yarn faults and the problems they cause in fabric production or the finished product are identified. 2.4 Fibre, yarn and fabrics quality is determined using quality indicators . 2.5 Quality faults are identified and appropriate action. 2.6 Performance testing of fibre, yarn and fabric is conducted in accordance with OH&S practices .
3 Determine uses for fabric types	3.1 Performance characteristics are used to describe appropriate uses of fabrics. 3.2 Applicable fabric finishes and implications are identified. 3.3 Care requirements for handling fabrics are identified. 3.4 Requirements for fabric use are identified.
4 Identify care and	4.1 Care and cleaning requirements of fabrics are identified.

labelling
requirements

4.2 Labelling requirements are identified in accordance with workplace practices and Australian Standards.

RANGE STATEMENT

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Identification methods may include	<ul style="list-style-type: none"> • visual inspection • tactile analysis • acetone • burn test • microscopy
Fabrics may include	<ul style="list-style-type: none"> • component fabrics used in making final textile products for example backing materials and linings or a final textile product • knitted fabrics, including weft knits and warp knits • woven fabrics, including plain, twill, satin, dobby and jacquard • nonwoven fabrics, including felts, nets, braids and bonded
Properties may include	<ul style="list-style-type: none"> • physical • chemical
Performance characteristics may include	<ul style="list-style-type: none"> • stretch • abrasion resistance • wearability • absorbency • durability • elasticity • fineness • heat sensitivity • shrink resistance • wrinkle recovery • thermal properties (conductivity, ironing temperature, flammability) • ease of care • drape quality • colour fastness • strength
Quality indicators include	<ul style="list-style-type: none"> • straightness of grain • even/uneven yarn • slippage • length of fibres • pilling • fabric resilience • workability • wash testing • shade • tensile properties • handle

- Faults may include
- ends out
 - weft faults
 - tucking
 - unlevel
 - bad edges
 - thick and thin yarn
 - colour or design faults
- Performance testing may include
- performance testing may include:
 - light
 - heat
 - chemical reaction
 - absorbency
- 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
- Finishes may include
- crease resistance
 - fire retardency
 - water proofing/resistance
 - printing
 - dyeing
 - surface finishes
 - lubricating
 - waxing
 - anti-static
 - anti-pilling
 - spot and stain resistant
 - anti-slip
 - mildew and rot proof finish
 - permanent creasing or press
 - shrink resistance
 - mercerising
 - moireing
- Handling fabrics may include
- cutting
 - dyeing
 - printing
 - pressing

Production requirements may include	<ul style="list-style-type: none"> • lining • assembling • sewing • packaging and storage • sewing requirements such as needle size and type, machine type, thread type • binding, joining, fusing requirements • lining, reinforcement • seam types • material form such as yarn, top, piece and loose stock
Care and cleaning may include	<ul style="list-style-type: none"> • dry cleaning • washing • drying • ironing • steam cleaning • use of stain removers • special requirements

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"> • identify fibres, yarns and fabrics • determine performance • determine uses of fabric • determine care of fabrics
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"> • types of fibre, yarn and fabric • uses of fabrics • information resources on fibres, yarn and fabrics

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

Underpinning skills

Demonstrates skills to:

- analyse performance characteristics
- 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	Performance characteristics of fabrics are explained.	3
Collect, analyse and organise information	Information on fabrics is collected and analysed to determine performance characteristics.	3
Plan and organise activities	Identification and performance testing is planned to determine fabric quality.	2
Work with others and in teams	Fabric qualities are explained to others.	2
Use mathematical ideas and techniques	Test results are compared and analysed.	2
Solve problems	Criteria are applied to determine fabric uses.	3
Use technology	Fabric testing techniques are used.	2

LMTTX3002A Contribute to textile production process improvements

Unit descriptor	This unit covers the skills and knowledge to review production processes used in textile manufacture and contribute to identifying and implementing improvements.
Prerequisite	LMTGN2002A Apply quality standards
Application	<p>The unit applies to providing input to improvement of processes in a range of textile production environments including volume and custom production. This is performed in a supervisory capacity and applies across the range of textile production processes. Skill and knowledge in textile production processes, tools, materials and equipment is essential.</p> <p>Improvement contributions may be made to any part of the production process such as production practices, documentation, supply, despatch, operator practices, safety, quality, housekeeping etc.</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 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	Textile Production
ELEMENTS	PERFORMANCE CRITERIA
1 Identify key elements of production requirements	<p>1.1 Key external and internal customers and their needs and expectations are identified.</p> <p>1.2 <i>Textile production processes</i> are described in terms of how they contribute to the value chain.</p> <p>1.3 Key <i>suppliers</i> are identified and their role in the value chain described.</p> <p>1.4 Quality standards for critical points of the production process are identified.</p> <p>1.5 <i>Production requirements</i> are identified.</p>
2 Review production processes	<p>2.1 Housekeeping practices are identified and reviewed against workplace standards to assess conformity.</p> <p>2.2 Safety practices are identified and reviewed against <i>OH&S practices</i> to assess conformity.</p> <p>2.3 <i>Production waste</i> is identified.</p> <p>2.4 Methods of monitoring production outcomes are identified as required.</p>

- 2.5 Textile production outcomes are assessed against production goals as required.
- 3 Identify improvement opportunities
- 3.1 Opportunities for improvement are identified.
- 3.2 Suggestions for improvement are made.
- 3.3 Improvement is *tested* in consultation with *appropriate personnel*.
- 3.4 Reports, records and recommendations for improvement are provided.
- 4 Implement improvement
- 4.1 Implications of improvement are identified.
- 4.2 Desired result of improvement is identified and method of measuring outcome established.
- 4.3 Methods of addressing any possible negative implications are identified and implemented.
- 4.4 Consultation with appropriate personnel is conducted to communicate improvement.
- 4.5 Improvement is implemented with the assistance of other team members as required.
- 4.6 Improvement is monitored to ensure correct implementation and effectiveness in achieving desired result is reviewed with assistance from other team members as required.
- 4.7 Adjustments to improvement are made as required.
- 4.8 Improvement processes are documented.

RANGE STATEMENT

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- Textile production processes may include
- receiving and processing of fibres and yarns
 - identification of yarn and fibre quality
 - specialist machine use such as tufting, spinning, weaving
 - repairs and alterations
 - testing, inspecting
 - despatch, storage, packing
 - finishing processes
- Suppliers may include
- suppliers of materials, yarns, fibres, fabrics
 - personnel, specialist support, contractors
 - despatch, warehousing, transport operators
 - publicity and promotional suppliers
 - machinery and equipment suppliers and repair contractors
- Production requirements
- timing requirements
 - quantity
 - quality
 - specific order requirements
 - procedural requirements
 - safety
 - personnel
 - resource use

Production waste may include	<ul style="list-style-type: none"> • unusable materials, off-cuts • delays • poor process design • inventory • inefficient performance of a process • making defective items
Tested may include	<ul style="list-style-type: none"> trialled verified piloted measured against research
Appropriate personnel may include	<ul style="list-style-type: none"> • managers • supervisors • colleagues • specialist staff
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"> • review textile production processes • identify and assess improvement opportunities • evaluate implications of improvement • identify and interpret workplace standards • communicate process improvement options
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"> quality standards applying to textile handling procedures, construction processes and finished product impact of incorrect production techniques sequence of operations in the production process production suppliers and value chain concepts quality tools and benchmarking procedures PDCA (plan, do, check, act) cycle OH&S practices, including hazard identification and control measures quality practices workplace practices recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> plan production processes as required analyse and evaluate communicate effectively within the workplace with colleagues and management conduct quality checks to identify non-compliances with quality standards brainstorm solve problems 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
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Communicate ideas and information	Team members are communicated with to identify opportunities to improve quality.	3
Collect, analyse and organise information	Production requirements are determined from client or product specifications.	3
Plan and organise activities	Team meetings are organised to consider process improvements.	3
Work with others and in teams	Work allocations that will produce required results.	3
Use mathematical ideas and techniques	Production outcome quantities and timeframes are identified.	3
Solve problems	Opportunities to improve quality are identified.	3
Use technology	Machine processes are identified and monitored for efficiency.	3

LMTTX3003A Supervise textile production operations

Unit descriptor	This unit covers the skills and knowledge to supervise operations within a section of a textile production enterprise.
Prerequisites	Nil
Application	<p>The unit applies to a supervisory role within a section of a textile production enterprise. This role must be carried out by someone with extensive knowledge and experience in working with machines, equipment and processes associated with the textile operations.</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	Textile Production

ELEMENTS	PERFORMANCE CRITERIA
1 Identify scope of supervisory responsibility	1.1 Machine operations, staff, resources and <i>production processes</i> within work area are identified. 1.2 Scope and limitations of supervisory role are identified. 1.3 Production targets are determined. 1.4 Maintenance requirements are identified.
2 Provide technical support to operators	4.1 Operator roles and allocation of personnel are identified. 4.2 Operator productivity and ability to conduct work effectively and safely are monitored. 4.3 Training needs are identified and communicated to appropriate personnel. 4.4 Technical problems raised by operators regarding machinery, product quality, and operational safety are addressed. 4.5 Technical support in the skill and knowledge associated with production of textile products is provided to operators.
3 Supervise team activity	3.1 Production standards are communicated to team members. 3.2 Work allocation requirements are monitored and addressed in order to maintain optimum production efficiency. 3.3 Targets and procedures are communicated to appropriate personnel in a logical and easily understood manner.

- | | |
|---|---|
| | 3.4 Team communications and relations are monitored and supported. |
| | 3.5 Team compliance with <i>OH&S practices</i> is monitored. |
| | 3.6 Production output is monitored against targets and addressed as necessary. |
| 4 Liaise with downstream and upstream production areas and management | 4.1 Liaison with downstream and upstream production areas is maintained to ensure quality and efficiency of production as required. |
| | 4.2 Management is kept informed of progress and any <i>issues which may affect production outcomes</i> . |
| | 4.3 Ongoing liaison is maintained with management to guide production supervision targets. |
| | 4.4 Opportunities to minimise down time are discussed and arranged with maintenance staff and management. |
| 5 Ensure workplace documentation | 5.1 Documentation procedures are identified for each step of the production process. |
| | 5.2 Compliance with documentation requirements is monitored. |
| | 5.3 Movement of materials through production process is monitored to assess progress. |
| | 5.4 Production documentation is 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.

- | | |
|---|---|
| Production processes may include | <ul style="list-style-type: none"> • machines and equipment used in the various sectors of the textile production industry, including looms, dyeing tanks and equipment, spinning equipment, conveyors, fabric printing equipment, extruders, web laying machines, knitting machines, controllers |
| Issues which may affect production outcomes may relate to | <ul style="list-style-type: none"> • staffing • machinery • materials • schedules • maintenance 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"> • organise machine operations, staff and production processes • communicate with other employees and external personnel such as suppliers, contractors, etc. • implement appropriate ways of correcting non-compliance and inefficiencies • apply techniques to monitor production work • provide technical support • apply OH&S practices in work operations • 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	<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"> • production and workflow system in the workplace • factors and constraints that impact on effective workflow • ways of controlling factors and constraints • efficient operation of all textile production machines and processes within area of supervision • machinery maintenance requirements • quality assurance standards and 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"> • schedule and prioritise resources (machines, staff, materials and production processes)

- clarify and communicate tasks, roles and responsibilities
- allocate work for operators/team members
- identify and report problems with workflow
- solve problems
- 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	Technical knowledge is communicated with operators.	3
Collect, analyse and organise information	Documentation is reviewed at each process outcome.	3
Plan and organise activities	Staff are allocated to meet production requirements.	3
Work with others and in teams	Relations with team members are positive and supportive.	3
Use mathematical ideas and techniques	Resource allocation is anticipated and accommodated.	3
Solve problems	Technical and product quality problems raised by operators are resolved.	3
Use technology	Textile production machinery within work area is used efficiently and safely.	3

LMTTX3004A Set up textile production machines for product change

Unit descriptor	This unit covers the skills and knowledge to perform or coordinate the setting up of machines for production changes.
Prerequisites	Nil
Application	<p>The unit applies to the work involved with the setting of machines for product change, usually working independently and being accountable for own results including carrying out assigned tasks, coordinating processes and setting and working to deadlines. Work may be conducted in a variety of environments such as:</p> <ul style="list-style-type: none"> • operational workplace activities • restricted space • hazardous, controlled or exposed conditions <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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Set or organise setting of <i>machine</i>	1.1 Product specifications are interpreted for correct machine setting requirements. 1.2 Specifications are conveyed to appropriate personnel, where required. 1.3 Machine is set according to product specifications and manufacturer instructions.
2 Conduct sample or trial runs	2.1 Materials or products to be used for sampling or trialling are obtained or arranged. 2.2 Machine is operated according to manufacturer requirements and OH&S practices . 2.3 Specified sample is produced.
3 Check sample and organise quality testing	3.1 Sample is checked to ensure quality standards are met. 3.2 Quality testing is assessed or organised as required.
4 Readjust or confirm machine	4.1 Test results are interpreted to determine adjustment requirements. 4.2 Adjustment changes are completed according to product and machine

settings to meet specifications.
requirements

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.

Machines may include

- knitting: circular, straight bar and flat bed knitting machines, warp knitting and slitting machines, embroidering and multi-needle quilting machines
- dyeing and finishing: batch preparation, dyeing, drying finishing; continuous preparation, dyeing, drying finishing; garment dyeing, drying and pressing
- hosiery: circular knitting and sewing machines, presses, packaging and slitting machines
- spinning: cotton – cleaning, blending, carding, combing, drawing, roving, spinning, twisting, winding; worsted – combing, gilling, drawing, roving, spinning, twisting, winding; woollen – blending, carding, spinning, twisting, winding
- textile printing and finishing: colour mixing equipment, printing table machine, garment printing machines/equipment, automated flat screen, rotary screen and carpet printing machines, heat transfer printing equipment, screen preparation and manufacturing equipment, slitting machines, steaming and washing equipment, finishing equipment
- nonwoven: extruders, winders, carding, needling, bonding, lay-down, slitting and texturing, multi-needle quilting machines
- tufting: tufting machines, including creels and mending frames, winding and beaming machines
- weaving: weaving machines, looms, gaiting trucks and frames, accumulators tying-in, sizing, beaming, warping, slitting, drawing-in automatic and spool matching machines, batching machines

Materials or products may include

- tufting: yarns for tufting
- spinning: spun cotton, worsted and woollen yarns
- knitting: finished knitted garments
- hosiery: finished hosiery garments
- nonwoven: nonwoven fabrics
- textile printing and finishing: finished fabrics used in textile printing
- dyeing and finishing: fabrics used in weaving, dyeing and finishing

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"> • interpret specifications for machine settings • arrange or conduct quality testing of samples • operate and adjust machines correctly • analyse samples or test results • maintain accurate records • 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	<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"> • machine and equipment operation • setting and adjustment requirements • technical specifications manuals • 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"> • interpret technical data • set and operate machines • test and analyse samples • use and dispose of a range of chemical cleaning agents, sealants and lubricants

- 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
Communicate ideas and information	Machine requirements are communicated to others.	3
Collect, analyse and organise information	Work specifications are identified and required machine settings determined.	2
Plan and organise activities	Tests are planned to check specified outcomes.	3
Work with others and in teams	Machine performance is reviewed with operators.	2
Use mathematical ideas and techniques	Test results are analysed to assess required adjustments to machine settings.	2
Solve problems	Tests are conducted to check machine operation.	3
Use technology	Machine is operated to test sample production.	3

LMTTX3005A Organise and interpret tests

Unit descriptor	This unit covers the skills and knowledge to organise and interpret tests within the textile industry.
Prerequisites	Nil
Application	<p>The unit applies to organising a range of testing and sampling procedures and equipment, including evenness testing, moisture content, dry fastness, fibre construction, colour matching or other similar processes. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes.</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	Textile Production
ELEMENTS	PERFORMANCE CRITERIA
1 Select sample	1.1 Sample of material or product is confirmed. 1.2 Acceptance criteria for testing of sample is determined and confirmed.
2 Organise tests	2.1 Testing requirements are confirmed. 2.2 Relevant <i>test equipment</i> is set up. 2.3 Calibration is confirmed as required. 2.4 Tests are organised to ensure compliance with requirements.
3 Perform tests	3.1 Material or product is tested using selected test methods according to industry and <i>OH&S practices</i> .
4 Interpret test results	4.1 Test results are collated and analysed. 4.2 Outcomes are interpreted against process or product requirements. 4.3 Acceptance criteria are reviewed as required. 4.4 Action is taken, where required, in response to test results.
5 Report on tests	5.1 Outcomes are reported and appropriate personnel advised. 5.2 Reports and documentation are prepared and filed.

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 equipment may include

- general laboratory equipment such as:
 - weighing scales
 - ruler templates
 - strength testers
 - conditioners and dryers
 - yarn testers
 - abrasion testers
 - pilling box
 - lighting equipment used for colour testing
 - other similar devices or equipment

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:

- confirm test requirements
- arrange for tests to be conducted
- analyse test results
- ensure tests are conducted against quality standards
- interpret outcomes against requirements
- communicate effectively with design team, customers, etc.
- 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

	<ul style="list-style-type: none"> • 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"> • methods and principles of testing and how they are used to assist in assessing the quality of raw materials/products in the textile industry • product and process specifications • raw materials and their properties • 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 test equipment effectively • assemble information • identify and take samples • accurately record and report test outcomes • analyse and interpret results • communicate effectively with individuals, work groups and supervisors • interpret and apply procedures or processes • 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	Test requirements are communicated.	3
Collect, analyse and organise information	Test results are collated and analysed.	3
Plan and organise activities	Test is organised and recorded.	3
Work with others and in teams	Test requirements are communicated to appropriate personnel.	3
Use mathematical ideas and techniques	Test quantities are determined.	3
Solve problems	Problems are addressed.	3
Use technology	Machines are used efficiently.	3

LMTTX3006A Ensure efficient operation of textile machines

Unit descriptor	This unit covers the skills and knowledge to ensure efficient operation of textile machines.
Prerequisites	Nil
Application	<p>The unit applies to the routine monitoring, problem solving and maintenance of machines and equipment used in the textile industry.</p> <p>It involves working with discretion, judgement, and initiative on the job in own work, and may include liaison with specialist technicians including mechanics and technicians and production supervisors.</p> <p>The application of machine fault diagnosis is within the competency and scope of the operator. The unit does not cover complex problems requiring a textile mechanic.</p> <p>Work conducted in a variety of environments, such as:</p> <ul style="list-style-type: none"> • operational workplace activities • restricted space • hazardous, controlled or exposed conditions <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	Textile Production

ELEMENTS

- 1 Check machine performance
- 2 Identify problems with *machine* operation

PERFORMANCE CRITERIA

- 1.1 Machine performance is monitored and reviewed and adjustments made as required, in accordance with manufacturer specifications and *OH&S practices*.
- 1.2 Machine operations and processes are monitored to ensure correct procedures are assessed and product meets quality standards.
- 1.3 Machine operator is consulted to assess machine operations and processes.
- 1.4 Records and documentation of machine performance and maintenance are maintained.
- 2.1 *Symptoms* of machinery fault are identified.
- 2.2 Visual inspection of machine and product is used to locate fault.
- 2.3 Fault is located within section or component of machine.

	2.4	Operating manuals or documentation are referred to as required.
3 Determine problem cause and solution	3.1	Possible causes of problem are determined.
	3.2	Further information is gathered to confirm or eliminate possible cause.
	3.3	Appropriate personnel are consulted to confirm cause.
	3.4	Immediate solution is determined and trialled or implemented.
	3.5	Permanent solution is determined in consultation with appropriate personnel.
4 Conduct routine checks of performance efficiency	4.1	Routine checks of machine performance are assessed against production specifications in accordance with manufacturer instructions.
	4.2	Preventative maintenance strategy for machine is checked and assessed in accordance with manufacturer instructions.
	4.3	Periodic servicing such as lubrication and greasing, etc. is assessed in accordance with manufacturer instructions as required.
	4.4	Machine is cleaned in accordance with manufacturer cleaning instructions.
5 Perform preventative maintenance procedures	5.1	Inspection of parts is conducted according to operating procedures and manufacturer instructions.
	5.2	Service and production records are maintained to assist with life cycle monitoring of parts and machine as required.
	5.3	Faulty parts are identified for repair, replacement or adjustment as required.
	5.4	Parts and consumables to be repaired or replaced are identified and repaired or replaced as required.
	5.5	Replacement parts and consumables are inspected, checked and monitored to ensure compliance with operational specifications.

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.

Symptoms may include	<ul style="list-style-type: none"> • product does not meet specification • machine is not operating to specification • sounds not attributed to normal operation • recurrent faults such as yarn breaking, etc.
Machines may include	<ul style="list-style-type: none"> • knitting machines • carding machines • spinning machines • weaving looms • dyeing equipment • tufting looms • finishing equipment • creeling and warping machines
Appropriate personnel may include	<ul style="list-style-type: none"> • textile mechanic • supervisor • senior operator
Immediate solution	<ul style="list-style-type: none"> • decommission machine

may include	<ul style="list-style-type: none"> • change settings • adjust operation • perform temporary fix • refer to textile mechanic
Parts and consumables may include	<ul style="list-style-type: none"> • items that require periodic replacement as a result of normal machine and production operations, e.g. belts, globes, combs
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"> • operate machines correctly • monitor machine performance against specifications and undertake minor adjustments • clean machines • identify faults • identify and replace replaceable parts and consumables used in normal machine operations • communicate and cooperate with mechanics/technicians and production personnel • 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	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• routine maintenance processes and practices• preventative maintenance concepts• root cause analysis concepts• range and use of replacement parts and consumables• techniques to replace parts and consumables• characteristics of materials and fibres• 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• undertake root cause analysis• carry out preventative maintenance activities• start and stop machines according to specifications• monitor machine operations including machine production readings• recognise fault conditions• use hand tools and hand-held power tools• undertake cleaning and servicing• recognise, rectify machine faults or problems as required• check machine maintenance records• check and confirm compliance to operational specifications• solve problems• brainstorm• 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	Machine fault symptoms are discussed with appropriate personnel with view to determining root cause.	3
Collect, analyse and organise information	Machine fault symptoms are identified and recorded for testing and verification purposes.	2
Plan and organise activities	Preventative maintenance schedules are organised.	2
Work with others and in teams	Information about machine performance is gathered from others.	2
Use mathematical ideas and techniques	Performance criteria are measured against outcomes.	2
Solve problems	Root cause analysis is undertaken to solve problems.	2
Use technology	Tools and equipment are used to test and adjust machines.	3

LMTTX3007A Prepare dyes for textile production

Unit descriptor	This unit covers the skills and knowledge to prepare dyes for use in textile production.
Prerequisites	Nil
Application	<p>The unit applies to selecting and preparing dyes to be used in the dyeing of textiles. Judgement may be required in planning and selecting appropriate processes or procedures for self and others.</p> <p>Work may include liaison with specialist technicians from within the workplace and from external suppliers.</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Identify properties of textile	<p>1.1 Specifications and or sample of <i>textile material or product</i> are confirmed with originator or client.</p> <p>1.2 End use and performance standards expected of finished product are clarified with appropriate personnel.</p> <p>1.3 Sample is analysed to determine type and composition using appropriate techniques, if required.</p>
2 Perform preliminary selection and evaluation of dyes	<p>2.1 Preliminary selection of dyes and chemicals and auxiliaries is undertaken with reference to specifications and or previous product dyeing references.</p> <p>2.2 Expected textile production or reproduction processes are identified based on preliminary dye selection and appropriate personnel advised.</p> <p>2.3 Preliminary dye selection is determined for the sample of textile.</p> <p>2.4 Dye selections and <i>specification or recipe</i> are trailed using laboratory-based production facilities and results evaluated against requirements of originator or client.</p> <p>2.5 Dye selection or recipe is reviewed and retested as required.</p> <p>2.6 Approval of preliminary dye specification by originator or client is sought before implementing limited production run.</p>
3 Perform final selection and	<p>3.1 <i>Sampling and testing techniques</i> are selected appropriate to evaluation of product during limited production run.</p>

- evaluation of dyes and specification or recipe
- 3.2 **Tests** are implemented using quality standards and **OH&S practices**.
 - 3.3 Results are analysed and preliminary dye selection/recipe reviewed and retested as required.
 - 3.4 Dye selection checked against original client specifications and requirements and workplace production process and requirements.
 - 3.5 Approval of colour specification by originator or client is sought before implementing bulk production run.
 - 3.6 Environmental requirements and procedures concerned with waste, pollution, storage and recycling of materials are correctly applied at all stages of the process.

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.

- | | |
|---|---|
| Textile material or product may include | <ul style="list-style-type: none"> • fibres, including polyester, cotton, wool, viscose rayon • yarns, including ring spun, open-ended spun, air jet spun, friction spun • fabrics • finished products, including socks, sweaters, towels, sheets, blankets, carpets, rope and twine, mops and industrial textiles |
| Dye specification or recipe may include | <ul style="list-style-type: none"> • application properties, fastness properties, reproducibility, suitability for production, application methods, environmental and safety factors |
| Sampling and testing techniques may include | <ul style="list-style-type: none"> • use of laboratory equipment, pad mangles, rota dryers, mini-jets, pilot production plants |
| Tests may include | <ul style="list-style-type: none"> • those associated with product or process development, and may include colour fastness testing and shrinkage testing |
| 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 Demonstrates skills and knowledge to:

evidence	<ul style="list-style-type: none"> • identify textile characteristics • establish and confirm criteria for tests • develop and plan tests • ensure tests are conducted against quality standards • collate, analyse and interpret tests • apply dye formulas and specifications • communicate effectively with design team, customers, etc. • 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"> • fibres, yarns and end products and their properties • dyestuffs and classes • chemistry of dyes and relationship with processing and fastness properties • dyeing processes and dyeing machinery • relation between dyeing machinery and selection of dyestuffs/classes • tests applicable to the dyeing of textiles • Australian and international testing standards • application of dyes in laboratory and production process • 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 test equipment effectively • analyse and interpret results • perform colour matching • safely handle and dispose of dyes, chemicals and effluent • communicate effectively with individuals, work groups and supervisors

- select, interpret and apply procedures and 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	Specification or sample is confirmed with originator or client.	3
Collect, analyse and organise information	Dye selection recipe is reviewed and retested as required.	3
Plan and organise activities	Dyeing process is planned to achieve specified outcomes.	3
Work with others and in teams	Tasks are performed in team environment.	3
Use mathematical ideas and techniques	Dye selection is determined.	3
Solve problems	Tests are conducted.	3
Use technology	Machine is used efficiently and safely.	3

LMTTX3008A Select raw materials

Unit descriptor	This unit covers the skills and knowledge to select raw materials for use in textile production.
Prerequisites	Nil
Application	<p>The unit applies to work activities associated with the selection and checking of raw materials for use in textile production. The work can include liaison with specialist technicians. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes.</p> <p>This unit may involve selection and checking procedures normally used in the industry and workplace.</p> <p>Activities related to the selection of raw materials may include those associated with:</p> <ul style="list-style-type: none"> • development • production • quality assurance <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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Select raw materials	<p>1.1 Requirements for the selection of <i>raw materials</i> are confirmed and clarified, if necessary.</p> <p>1.2 Raw materials appropriate for the designated use are selected</p>
2 Check raw materials	<p>2.1 Specification of raw materials is verified.</p> <p>2.2 Selected raw materials are checked for suitability in accordance with quality standards and <i>OH&S practices</i>.</p> <p>2.3 Data is compared with standards or other reference materials and results recorded.</p>
3 Report on raw materials	<p>3.1 Raw materials documentation is recorded using appropriate worksheets and information systems.</p> <p>3.2 Documentation is collated and analysed against specifications.</p> <p>3.3 Documentation is interpreted and outcomes reported.</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.

Raw materials may include	<ul style="list-style-type: none"> • wool (greasy, scoured, carbonised) and wool top, cotton, cotton yarn, synthetics, chemicals, dyes, etc.
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, the Range Statement, Evidence Guide, the 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 raw materials • check selected raw materials for suitability • analyse data against specifications • communicate effectively with design team, customers, etc. • 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	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"> • selection and checking requirements of raw materials • product and process specifications • raw materials and their properties • 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"> • use equipment effectively • assemble information • identify and take samples • 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 • 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	Results of checks are communicated in accordance with workplace requirements.	3
Collect, analyse and organise information	Materials documentation is collated, analysed and reported.	3
Plan and organise activities	Checks are conducted to determine suitability of raw materials.	3
Work with others and in teams	Selection activities are carried out in a team environment.	3

Use mathematical ideas and techniques	Raw materials appropriate for the designated use are selected.	3
Solve problems	Raw materials not appropriate for the designated use are identified and reported.	3
Use technology	Machines and equipments are used safely and efficiently.	3

LMTTX3009A Operate in a complex textile production environment

Unit descriptor	This unit covers the skills and knowledge to work in a textile production environment that requires the application of skill and knowledge across multiple production work areas.
Prerequisites	Nil
Application	<p>The unit applies to the operation or application of textile production processes across different production areas within a complex work environment.</p> <p>Complex environments are defined as those where the operator must demonstrate competence in the skill and knowledge of different production areas in a manner that is consistent with the organisation's overall processes and quality systems.</p> <p>The unit builds upon technical skill and knowledge for operating machines or applying textile production processes such as carding, spinning, knitting, tufting, weaving, finishing, dyeing and nonwoven production processes which are covered in other individual units.</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	Textile Production

ELEMENTS

PERFORMANCE CRITERIA

1 Identify organisational structure and purpose	<p>1.1 Role of self or own team in the organisational structure is explained.</p> <p>1.2 Main production processes undertaken by the organisation are identified.</p> <p>1.3 Systems used to guarantee quality across and within departments are identified.</p> <p>1.4 The production functions of own work area including internal and external suppliers and internal and external customers are explained.</p>
2 Demonstrate understanding of product flow through the organisation	<p>2.1 Main types of raw materials received by the organisation for processing are identified.</p> <p>2.2 Production processing stages and responsible departments are identified.</p> <p>2.3 Production functions of own work area are identified including internal and external suppliers and internal and external customers.</p>
3 Apply technical skills when	<p>3.1 Knowledge of key tasks performed in one or more other departments is demonstrated.</p>

- required in other departments
- 3.2 Technical skills are applied in a manner consistent with production system requirements of the organisation.
 - 3.3 Responsibility for quality of own work is maintained in a manner consistent with operation procedures of the new department.
 - 3.4 Work is conducted in cooperation with team members from other departments.
 - 3.5 ***OH&S practices*** of department are implemented.

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 structure includes	<ul style="list-style-type: none"> • allocation of production functions to departments • supervisory and management arrangements • whether a team-based work organisation structure is used • allocation of support functions including maintenance, materials storage, administration, security, laboratory services
Production processes may include	<ul style="list-style-type: none"> • carding • spinning • sizing • winding • weaving • tufting • knitting • dyeing • finishing • nonwoven textile production process • special production systems of manufacturing practice including: <ul style="list-style-type: none"> • just in time movement between departments and suppliers or customers • special housekeeping practices, for example 5S
Organisation refers to	<ul style="list-style-type: none"> • the processing plant where the employee works and may be: • an enterprise with a single site • a factory location of a multi site enterprise
Systems used to guarantee quality may include	<ul style="list-style-type: none"> • communication systems used to convey quality standards for different jobs to production operators • technical resources and assistance available to production operators to help rectify problems • location and availability of experts such as textile mechanics and technicians • sampling requirements for offline quality testing
Product flow refers to	the receipt of source fibres, yarns or textile materials from suppliers and the subsequent movement of the raw materials to the production areas of the organisation for processing. It includes automatic and manual handling systems and job and order control at a level appropriate to production operators at the enterprise
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"> • identify main purpose of the organisation for example major products and the major processes used in their production for example weaving, dyeing etc. • identify manufacturing system and quality requirements across two or more departments within the organisation • describe product flow through the organisation • apply skills in two or more departments
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 in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • textile production processes used in the organisation • technical processes of two or more departments • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace organisation and practices

Underpinning skills	<ul style="list-style-type: none"> • recording and reporting practices <p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • apply technical skills in own and other departments • work in teams • adapt to new work environments • 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
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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 members are communicated with.	2
Collect, analyse and organise information	Information is accessed and used to assist in determine work requirements.	2
Plan and organise activities	Work schedule is organised to meet demands.	2
Work with others and in teams	Work is effectively conducted with members of teams from different departments.	2
Use mathematical ideas and techniques	Work specifications are interpreted.	1
Solve problems	Quality considerations are identified.	2
Use technology	Technical skills are applied.	2

LMTTX3010A Monitor textile production processes

Unit descriptor	This unit covers the skills and knowledge to monitor textile production processes.
Prerequisites	Nil
Application	<p>The unit applies to ensuring that textile production outcomes are consistent with job specifications, identifying performance parameters, solving problems and conducting checks of performance efficiency.</p> <p>This unit is focused on monitoring of a process and complements the machine monitoring skill covered by LMTTX3006A Ensure efficient operation of textile machines.</p> <p>The unit involves working with discretion, judgement, and initiative on the job either individually or in a team environment and may include liaison with specialist technicians including textile mechanics or technicians and production supervisors.</p> <p>Enterprises covered by this unit will process natural or synthetic source fibres, yarns or textile materials. Production processes covered include but are not limited to carding, spinning, knitting, tufting, weaving, finishing, dyeing and nonwoven production processes.</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	Textile Production
ELEMENTS	PERFORMANCE CRITERIA
1 Monitor process to ensure outcomes are consistent with job specifications	<p>1.1 Job specifications are checked for requirements including quantity, quality, colour and pattern.</p> <p>1.2 Performance parameters are identified to the extent required to be able to report known or suspected problems.</p> <p>1.3 Production processes are monitored to ensure consistency with specified outcomes.</p> <p>1.4 Job records and other documentation are maintained.</p> <p>1.5 Monitoring is conducted according to OH&S practices.</p>
2 Identify problems with operation of textile production	<p>2.1 Problems are identified and categorised as machine and process faults.</p> <p>2.2 Operating manuals and documentation are referred to.</p>

process	
3 Determine problem cause and solution	<p>3.1 Possible causes of problem are determined.</p> <p>3.2 Further information is gathered to confirm and eliminate possible causes.</p> <p>3.3 Appropriate personnel are consulted to confirm causes.</p> <p>3.4 Immediate solution is determined and trialled or implemented.</p> <p>3.5 Permanent solution is determined in consultation with appropriate personnel.</p>
4 Conduct regular checks of performance efficiency	<p>4.1 Regular checks of process operation are undertaken and results assessed against job specifications.</p> <p>4.2 Results of checks are recorded.</p> <p>4.3 Opportunities for process improvements are identified and communicated.</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.

Job specifications may include	<ul style="list-style-type: none"> • customer orders • pattern diagrams • colour charts • simple formulae • written and verbal instructions • drawings
Performance parameters may include	<ul style="list-style-type: none"> • processing time • acceptable error rate • wastage • noise • vibration
Production processes may include	<ul style="list-style-type: none"> • carding • spinning • sizing • winding • weaving • tufting • knitting • dyeing • finishing • nonwoven textile production process • any special production systems of manufacturing practice including: <ul style="list-style-type: none"> • just in time movement between departments and suppliers or customers • special housekeeping practices including 5S
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
- internal technical specialists
- supervisors
- equipment manufacturer service personnel

Appropriate personnel may include

Immediate solution means

A solution to the problem that will control immediate undesirable impacts, but which may not eliminate the root cause of the problem.

Permanent solution means

A solution to the problem that will eliminate the root cause of the problem.

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:

- identify the major processes to be monitored at work location for example creeling, weaving, finishing etc.
- identify manufacturing system and quality requirements to be monitored
- identify major faults and out of specification performance
- address faults or problems
- conduct regular performance checks

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 in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • textile production processes used in an enterprise • range of problems and their solutions associated with textile production operations • 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"> • identify faults and problems • determine solutions • 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	Performance outcomes are discussed with appropriate personnel.	2
Collect, analyse and organise information	Performance data is collected and analysed.	2
Plan and organise activities	Problem rectification is determined and organised.	2
Work with others and in teams	Questions are used to access information.	2
Use mathematical ideas and techniques	Performance parameters are prepared and used.	2
Solve problems	Quality considerations are identified.	2
Use technology	Construction processes are implemented to assess performance.	1

LMTPTDX-01A Select Raw Materials

Field: Product Development

This unit encompasses the skills and knowledge required to test and select raw materials for use in the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Select raw materials	<ul style="list-style-type: none"> a. Requirements for the selection of raw materials are confirmed and clarified, if necessary b. Raw materials appropriate for the designated use are selected in accordance with enterprise procedures
2. Test raw materials	<ul style="list-style-type: none"> a. Relevant test equipment is set up and calibration confirmed b. Selected raw materials are tested for suitability in accordance with quality standards and enterprise procedures c. Data is compared with standards or other reference materials and results recorded, in accordance with appropriate enterprise recording procedures
3. Report on raw materials	<ul style="list-style-type: none"> a. Test data is recorded using appropriate worksheets/information systems b. Test data is collated and analysed against required specifications and in accordance with enterprise procedures c. Data is interpreted and outcomes reported in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves workplace activities associated with the selection and testing of raw materials for use within the textile 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, medium or small scale production business situation b. Work may involve individual and team related activities, and can include liaison with specialist technicians c. The competencies may involve the range of selection and testing procedures normally used in the industry/enterprise, including scales, strength testing, rulers/templates, abrasion testers, pill box, etc. d. Activities related to the selection of raw materials may include those associated with: <ul style="list-style-type: none"> d.1. product development d.2. production d.3. quality assurance e. Raw materials include: wool (greasy, scoured, carbonised) and wool top, cotton, cotton yarn, chemicals, dyes, etc. f. Safety procedures when working with raw materials and test equipment are as specified by equipment manufacturers, regulatory authorities and 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 j. Data entry/recording may include keyboard and manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Operating manuals c. Organisation work procedures d. Specialist technical personnel e. Quality standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to testing associated with the selection and testing of raw materials b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. Confirm/clarify requirements a.2. Selecting appropriate raw materials a.3. Check selected raw materials for suitability a.4. Analyse test data against specifications a.5. Communicate effectively with design team, customers, etc. a.6. Maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. selection and testing requirements of raw materials a.2. product and process specifications a.3. raw materials and their properties 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. use test equipment effectively, using all relevant quality and safety procedures b.2. assemble information b.3. identify/take samples b.4. accurately record and report test outcomes b.5. communicate effectively with individuals, work groups and supervisors b.6. interpret and apply established procedures b.7. document and transfer information
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated selection and testing of raw materials 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 organising work a.1. interpreting design briefs and/or customer's requirements a.2. completing tasks a.3. identifying improvements a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPTDX-02A Organise and interpret tests

Field: Product Development

This unit encompasses the skills and knowledge associated with organising and interpreting tests associated with product development within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Select sample	<ul style="list-style-type: none"> a. Sample of material/product is confirmed b. Acceptance criteria for testing of sample is determined/confirmed
2. Organise routine tests	<ul style="list-style-type: none"> a. Testing requirements are confirmed against enterprise procedures b. Relevant test equipment is set up and calibration confirmed c. Tests are organised to ensure compliance with requirements
3. Perform tests	<ul style="list-style-type: none"> a. Material/product is tested using selected test methods in accordance with industry and enterprise standards
4. Interpret test results	<ul style="list-style-type: none"> a. Test results are collated and analysed in accordance with enterprise procedures b. Outcomes are interpreted against process or product requirements c. Acceptance criteria are reviewed as required d. Action is taken, where required, on the test results
5. Report on tests	<ul style="list-style-type: none"> a. Outcomes are reported in accordance with enterprise procedures and appropriate personnel advised b. Reports/documentation are prepared and filed according to enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves workplace activities associated with organising and interpreting development related tests relating to textile production within the 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, medium or small scale production business situation b. Work may involve individual and team related activities, and can include liaison with specialist technicians c. The tests would relate to product or process testing for viability and quality control d. The competencies may involve organising a range of testing and sampling procedures and equipment, include: evenness testing, moisture content, dry fastness, fibre construction e. Test equipment includes that found in general laboratory situations, including weighing scales, rulers templates, strength testers, conditioners/dryers, single yarn testers, abrasion testers, pilling box, etc. f. Safety procedures when working with test equipment are as specified by equipment manufacturers, regulatory authorities and 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 j. Data entry/recording may include keyboard and manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Operating manuals c. Organisation work procedures d. Specialist technical personnel e. Quality standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to testing associated with the development of products and processes for production b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. confirm test requirements a.2. arrange for tests to be conducted a.3. analyse test results a.4. ensure tests are conducted against specified quality standards a.5. interpret outcomes against requirements a.6. communicate effectively with design team, customers, etc. 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. The elements and principles of testing and how they can be used to assist in assessing the quality of raw materials/products in the textile industry a.2. product and process specifications a.3. raw materials and their properties a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures and reporting processes a.6. safety and environmental aspects of relevant enterprise activities a.7. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. use test equipment effectively, using all relevant quality and safety procedures b.2. assemble information b.3. identify/take samples b.4. accurately record and report test outcomes b.5. analysis and interpretation b.6. communicate effectively with individuals, work groups and supervisors b.7. interpret and apply procedures or processes b.8. document and transfer information
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated testing situations associated with the task. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design briefs and/or customer's requirements a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMPDXTX-09A Analyse textiles and develop product specification

Field: Product Development

This unit relates to the skills and knowledge associated with analysing characteristics of textiles and developing a product specification

ELEMENT	PERFORMANCE CRITERIA
1. Select sample of textile	<ul style="list-style-type: none"> a. Sample of material/product appropriate is confirmed b. Acceptance criteria and end use for testing of sample is determined/confirmed
2. Perform preliminary testing and analysis	<ul style="list-style-type: none"> a. Testing techniques are selected appropriate to analysing sample, acceptance criteria and end use b. Relevant test equipment is set up and calibration confirmed c. Product is tested using selected testing methods, in accordance with industry and enterprise standards d. Results are analysed and interpreted and preliminary product specification prepared e. Results are checked against original specifications of material/product f. Acceptance criteria for product testing during limited production runs are determined g. Outcomes are reported in accordance with enterprise procedures and appropriate personnel advised h. Decision to produce a limited production run is confirmed with appropriate personnel
3. Perform comprehensive testing and analysis	<ul style="list-style-type: none"> a. Results of limited production run/trial production are analysed to determine performance and acceptability for production b. Acceptance criteria are reviewed as a result of limited production run and modified as required c. Testing and analysis techniques and equipment appropriate to comprehensive testing of limited run sample are selected d. Relevant test equipment is set up and calibration confirmed e. Product is tested using selected testing methods, in accordance with industry and enterprise standards f. Results are analysed, interpreted and checked against original specifications of material/product g. Provisional product specification is developed based on test results and analysis h. Outcomes are reported in accordance with enterprise procedures and appropriate personnel advised i. Decision to produce a bulk run is confirmed with appropriate personnel
4. Perform routine testing	<ul style="list-style-type: none"> a. Select sampling and testing techniques appropriate to assessing product quality during bulk production run b. Product is tested in accordance with industry and enterprise standards c. Results are analysed and results reported to appropriate personnel
5. Prepare product specifications	<ul style="list-style-type: none"> a. Results of bulk production run are analysed to determine performance and acceptability for production b. Acceptance criteria are reviewed as a result of bulk production run and modified as required c. Product specification is developed and checked in accordance with enterprise requirements and industry/quality standards d. Reports/documentation are prepared and filed according to enterprise requirements e. Outcomes and documentation are reported to appropriate personnel

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves testing and analysis associated with developing a product specification b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, and manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large or medium sized production business situation b. Work may involve individual and team related activities, and may include liaison with specialist technicians c. Textile material/products for which product specifications are developed in the textile sector include fibres, fabrics, yarns and finished products d. Yarns could include ring spun, open-ended spun, air jet spun, friction spun, etc. e. Fibres are many and could include polyester, cotton, wool, viscose rayon, etc. f. Finished products in the textile sector may include socks, sweaters, towels, sheets, blankets, carpets, rope and twine, mops and industrial textiles, etc. g. Tests would normally relate to performance during processing or finished product performance requirements and may include microscopic analysis, chemical analysis, evenness testing, moisture content, dry-fastness, tensile-strength, elongation, tearing strength, crease recovery, dimensional stability, etc. h. A range of testing procedures and equipment may be involved, including microscopes, weighing scales, rulers, templates, strength testers, conditioners, dryers, abrasion testers, pilling testers, etc. i. Tests are performed according to enterprise procedures using standard test methods j. The elements of a product specification may include construction, dimensions, strength and shrinkage k. Reporting and liaison may include personnel from research and development, and maintenance l. Safety procedures when working with test equipment are as specified by equipment manufacturers, regulatory authorities and the enterprise m. The competencies are applied under broad guidance n. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions o. The competencies are used independently within routine and non-routine situations p. Data entry/recording may include keyboard and manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Product specifications and acceptance criteria b. Operating and reference manuals c. Organisation work and safety procedures d. Australian and international testing standards e. Specialist technical personnel f. Quality standards and procedures g. Industry reference material
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to testing associated with the testing and analysis of production for the development of product specifications for textile production b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

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

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

LMTPTDX-10A Select dyes and develop dye specification/recipe for production

Field: Product Development

This unit relates to the skills and knowledge associated with selecting, developing and testing dyes, chemical and auxiliaries and developing a dye specification/recipe for the production of textiles.

ELEMENT	PERFORMANCE CRITERIA
1. Identify properties of textile	<ul style="list-style-type: none"> a. Specifications and or sample of textile material product is confirmed with originator/client b. End use and performance standards expected of finished product are clarified/determined with appropriate personnel c. Sample is analysed to determine type and composition using appropriate techniques, if required
2. Perform preliminary selection and evaluation of dyes	<ul style="list-style-type: none"> a. Preliminary selection of dyes and chemicals/auxiliaries is undertaken with reference to specifications and or previous product dyeing references b. Expected textile production/reproduction processes are identified based on preliminary dye selection and appropriate personnel advised c. Preliminary dye selection is determined for the sample of textile d. Dye selections and specification/recipe are trailed using laboratory-based production facilities and results evaluated against requirements of originator/client, as required e. Dye selection/recipe is reviewed, and re-developed and re-tested as required f. Approval of preliminary dye specification by originator/client is sought prior to implementing limited production run
3. Perform final selection and evaluation of dyes and specification/recipe	<ul style="list-style-type: none"> a. Sampling and testing techniques are selected appropriate to evaluation of product during limited production run b. Tests are implemented using established enterprise procedures and quality standards c. Results are analysed and preliminary dye selection/recipe reviewed, modified and re-tested as required d. Dye selection checked against original client specifications/requirements and enterprise production process and requirements e. Approval of colour specification by originator/client is sought prior to implementing bulk production run f. Environmental requirements and procedures concerned with waste, pollution, storage and recycling of materials are correctly applied at all stages of the process
4. Prepare final dye specification/recipe	<ul style="list-style-type: none"> a. Samples from bulk production run are tested using appropriate techniques b. Results are analysed and dye recipe reviewed, modified and re-tested as required c. Dye specification/recipe is developed, checked and filed in accordance with enterprise requirements and industry/quality standards d. Reports/documentation are prepared according to enterprise requirements e. Dye specification/recipe is monitored to ensure continuity/repeatability of colour and test results

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves selecting and testing dyes and developing dye formula and specifications used in the dyeing of textiles b. Judgement may be required in planning and selecting appropriate processes or procedures for self and others c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large or medium sized production business situation b. Work may involve individual and team related activities, and can include liaison with specialist technicians from within the enterprise and from external dye and chemical companies c. Reporting and liaison may include personnel from research and development, clients, production, etc. d. Textile material/products for which product specifications are developed in the textile sector include fibres, fabrics, yarns and finished products e. Yarns could include ring spun, open-ended spun, air jet spun, friction spun, etc. f. Fibres are many and could include polyester, cotton, wool, viscose rayon, etc. g. Finished products in the textile sector may include socks, sweaters, towels, sheets, blankets, carpets, rope and twine, mops and industrial textiles, etc. h. Tests are performed according to enterprise procedures using standard test methods i. Tests would normally relate to those associated with product or process development, and may include colour fastness testing and shrinkage testing j. A range of testing and sampling procedures and equipment, including laboratory equipment, pad mangles, rota dryers, mini jets, pilot production plants, etc. k. The elements of a dye specification/recipe may include dye formulas, application properties, fastness properties, reproducibility, suitability for production/application methods, environmental and safety factors l. Safety procedures when working with test equipment are as specified by equipment manufacturers, regulatory authorities and the enterprise m. Exposure to chemicals, dangerous and other hazardous substances n. The competencies are applied under broad guidance o. Knowledge and skills are applied in a self-directed way to tasks, roles and/or functions p. The competencies are used independently within routine and non-routine situations q. Data entry/recording may include keyboard and manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Client requirements/specifications/samples c. Operating and reference manuals d. Australian and international testing standards e. Organisation work and safety procedures f. Specialist technical personnel g. Industry information on dyes, chemicals, machines, test procedures and environmental/safe handling of dyes and chemicals h. Quality standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to selecting and testing dyes and developing dye specifications used in the production of textiles b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation, including environmental legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> a.1. identify textile characteristics a.2. establish/confirm criteria for tests a.3. set up and calibrate test equipment a.4. develop and plan tests a.5. ensure tests are conducted against specified quality standards a.6. collate/analyse/interpret tests a.7. develop dye formula and specifications a.8. communicate effectively with design team, customers, etc. a.9. maintain accurate records
<p>2. Interdependent assessment of units</p>	<p>a. This unit does not need to be assessed in conjunction with other units</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <ul style="list-style-type: none"> a.1. fibres, yarns and end products and their properties a.2. dye stuffs and classes a.3. chemistry of dyes and relevance to processing and fastness properties a.4. dyeing processes and dyeing machinery a.5. relation between dye machinery and selection of dye stuffs/classes a.6. tests applicable to the dyeing of textiles a.7. Australian and international testing standards a.8. application of dyes in laboratory and production process a.9. safety and environmental aspects of relevant enterprise activities including handling of chemicals and dangerous substances a.10. workplace procedures and reporting processes a.11. relevant OH&S legislation and codes of practice <p>b. Underpinning skills to:</p> <ul style="list-style-type: none"> b.1. effective use of test equipment b.2. analysis and interpretation of results b.3. colour matching b.4. safe handling and disposal of dyes, chemicals and effluent b.5. communicate effectively with individuals, work groups and supervisors b.6. select, interpret and apply procedures or processes b.7. prepare and present reports and information in appropriate formats
<p>4. Resource implications</p>	<p>a. Access to real or appropriately simulated situations for selecting and testing dyes and developing dye specifications/recipe used in the production of textiles</p> <p>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</p>
<p>5. Consistency in performance</p>	<p>a. Applies underpinning knowledge and skills when:</p> <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design briefs and/or customer's requirements a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task <p>b. Shows evidence of application of relevant workplace procedures including:</p> <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 <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
<p>6. Context for assessment</p>	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p>

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-01A Plan and implement production within a work team

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Determine production requirements	<ul style="list-style-type: none"> 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

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <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
<p>2. Interdependent assessment of units</p>	<p>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <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 <p>b. Underpinning skills to:</p> <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
<p>4. Resource implications</p>	<p>a. Access to real or appropriately simulated production planning situations</p> <p>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</p>
<p>5. Consistency in performance</p>	<p>a. Applies underpinning knowledge and skills when:</p> <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 <p>b. Shows evidence of application of relevant workplace procedures 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 (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
<p>6. Context for assessment</p>	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p>

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

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> a.1. interpret specifications for machine settings a.2. perform sample runs a.3. arrange or conduct 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
<p>2. Interdependent assessment of units</p>	<p>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <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 <p>b. Underpinning skills to:</p> <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
<p>4. Resource implications</p>	<p>a. Access to real or appropriately simulated situations involving the setting up of machines for production changes in a TCF context</p> <p>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</p>
<p>5. Consistency in performance</p>	<p>a. Applies underpinning knowledge and skills when:</p> <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 <p>b. Shows evidence of application of relevant workplace procedures 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 (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
<p>6. Context for assessment</p>	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p>

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

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <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
<p>2. Interdependent assessment of units</p>	<p>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <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 <p>b. Underpinning skills to:</p> <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
<p>4. Resource implications</p>	<p>a. Access to real or appropriately simulated production planning situations in a TCF context</p> <p>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</p>
<p>5. Consistency in performance</p>	<p>a. Applies underpinning knowledge and skills when:</p> <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 <p>b. Shows evidence of application of relevant workplace procedures 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 (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
<p>6. Context for assessment</p>	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p>

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-08A Perform tasks to support production

Field: Production

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

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

Range of Variables

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

Evidence Guide

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> a.1. undertake basic production tasks a.2. handle material and products a.3. locate and transport materials and products a.4. clean equipment, machines and work environment a.5. document work and maintain records as required a.6. apply workplace health and safety policies in work operations
<p>2. Interdependent assessment of units</p>	<p>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <ul style="list-style-type: none"> a.1. machine and equipment operation a.2. procedures to handle products and materials a.3. use of products and materials a.4. quality requirements a.5. relevant OH&S legislation, codes of practice, policies and procedures a.6. maintenance planning and workplace procedures a.7. reporting procedures <p>b. Underpinning skills to:</p> <ul style="list-style-type: none"> b.1. load and unload materials b.2. apply all relevant safety practices b.3. use and dispose of a range of chemical cleaning agents, sealants and lubricants, where required b.4. communicate effectively within the workplace b.5. interpret and apply established procedures b.6. document and transfer information
<p>4. Resource implications</p>	<p>a. Access is required to real or appropriately simulated situations involving the setting up of machines for product change, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures</p>
<p>5. Consistency in performance</p>	<p>a. Applies underpinning knowledge and skills when:</p> <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 <p>b. Shows evidence of application of relevant workplace procedures including:</p> <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. handling and storage of materials b.5. security procedures b.6. waste, pollution and recycling management processes <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
<p>6. Context for assessment</p>	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p> <p>b. Competence should be demonstrated with a range of typical industry sector machines, production processes, materials and products, sufficient to ensure confirmation of the required skills and knowledge</p>

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

LMTPRGN-09A Perform test/inspection to check product quality

Field: Production

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> a.1. confirm/clarify requirements a.2. select appropriate samples of materials a.3. ensure machines are calibrated, adjusted and operated correctly a.4. conduct quality inspection and/or testing of sample/s a.5. apply workplace health and safety policies in work operations a.6. record and report results accurately
2. Interdependent assessment of units	<p>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</p>
3. Required knowledge and skills	<p>a. Underpinning knowledge of:</p> <ul style="list-style-type: none"> a.1. range of inspection and testing processes a.2. range of test equipment and their operation a.3. setting and adjustment requirements a.4. characteristics of materials a.5. recording and reporting procedures a.6. quality requirements a.7. safety and environmental aspects of relevant testing processes a.8. relevant OH&S legislation, codes of practice, policies and procedures <p>b. Underpinning skills to:</p> <ul style="list-style-type: none"> b.1. interpret technical data b.2. set and operate test equipment b.3. test and analyse samples b.4. apply all relevant safety practices b.5. communicate effectively within the workplace b.6. maintain accurate test results/work records b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	<p>a. Access is required to real or appropriately simulated situations involving the testing or inspection of materials and products, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures</p>
5. Consistency in performance	<p>a. Applies underpinning knowledge and skills when:</p> <ul style="list-style-type: none"> a.1. completing tasks a.2. organising work a.3. identifying improvements a.4. applying safety precautions relevant to the task a.5. assessing operational capability of specified equipment used and work processes <p>b. Shows evidence of application of relevant workplace procedures including:</p> <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. security procedures b.5. waste, pollution and recycling management processes <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
6. Context for assessment	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p> <p>b. Competence should be demonstrated with a range of typical industry testing/inspection equipment and processes, sufficient to ensure confirmation of the required skills and knowledge</p>

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

LMTPRGN-10A Select, transfer, remove materials/products

Field: Production

This unit encompasses the selection, transfer, removal and supply of materials and/or products in support of the production process.

ELEMENT	PERFORMANCE CRITERIA
1. Determine requirements	<ul style="list-style-type: none"> a. Requests are received or requirements are confirmed b. Tasks are organised, confirmed and recorded according to specified procedures c. Personal and other safety equipment, where needed, is selected, checked and used correctly in accordance with enterprise procedures d. Appropriate equipment for transferring material is identified and organised, where relevant
2. Select materials/products	<ul style="list-style-type: none"> a. Documentation is interpreted correctly and where appropriate codes and references indicating source, customer, storage location or batch is correctly identified b. Identify and select materials/products to be loaded and or unloaded c. Non-conforming materials/products are reported, and documented as required, according to enterprise procedures d. Transfer and or store documentation is updated, as required, according to enterprise procedures
3. Load/unload and transfer materials/products	<ul style="list-style-type: none"> a. Material is loaded and unloaded using suitable equipment (other than by forklift) in accordance with materials handling requirements, safe work practices and correct manual handling techniques b. Material is transferred to correct destination in a safe manner c. Environmental requirements and procedures concerned with the waste, pollution, and recycling of materials are correctly applied at all stages of the process
4. Complete documentation	<ul style="list-style-type: none"> a. Documentation associated with tasks, where relevant, is accurately completed to meet required enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves selection, transfer, removal and supply of materials and or products to support the production process b. Discretion, initiative, judgement must be demonstrated on the job in own work, either individually or in a team environment c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in a variety of environments, such as: <ul style="list-style-type: none"> a.1. operational workplace activities a.2. restricted space a.3. hazardous, controlled or exposed conditions b. Selection, transfer, removal and supply of materials and or products is relevant to the following specific TCF industry sectors: Spinning, Knitting, Weaving, Tufting, Hosiery, Early Stage Wool Processing, Non-Woven, Clothing, Footwear, Hide Skin and Leather, and Cotton Ginning c. Production support tasks can include: <ul style="list-style-type: none"> c.1. transporting and transferring materials or waste c.2. loading, feeding, unloading, transporting equipment c.3. selection and storage of materials, products, equipment c.4. completion of records and documentation c.5. housekeeping d. Equipment, materials and tools used may include: <ul style="list-style-type: none"> d.1. use of hand and power tools d.2. pallet truck, hand trolleys d.3. load shifting equipment such as overhead cranes or front end loaders e. Exposure to chemicals, dangerous or other hazardous substances f. Data recording, either using keyboard or manual recording applications g. Interaction/interface with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machine/equipment manufacturers' specifications and instructions b. Organisation work orders c. Organisational or external personnel d. Work scheduling documentation e. Job procedures f. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to: <ul style="list-style-type: none"> a.1. materials handling a.2. stores procedures including receipt and despatch a.3. supply and removal of materials associated with production process a.4. disposal of waste products b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices 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

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> a.1. interpret work orders a.2. identify and locate materials and products a.3. handle materials and products a.4. load/unload and transport materials and products a.5. clean equipment, machines and work environment a.6. document work and maintain records as required a.7. apply workplace health and safety policies in work operations
<p>2. Interdependent assessment of units</p>	<p>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <ul style="list-style-type: none"> a.1. use of products and materials a.2. procedures to handle products and materials a.3. despatch and receipt procedures a.4. quality requirements a.5. relevant OH&S legislation, codes of practice, policies and procedures a.6. safety and environmental aspects of relevant enterprise processes a.7. recording and reporting procedures <p>b. Underpinning skills to:</p> <ul style="list-style-type: none"> b.1. load and unload materials b.2. identify and select relevant materials and products b.3. apply all relevant safety practices b.4. use and dispose of a range of chemical cleaning agents, sealants and lubricants, where required b.5. communicate effectively within the workplace b.6. interpret and apply established procedures b.7. document and transfer information
<p>4. Resource implications</p>	<p>a. Access is required to real or appropriately simulated situations involving selection, transfer and supply of materials and/or products, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures</p>
<p>5. Consistency in performance</p>	<p>a. Applies underpinning knowledge and skills when:</p> <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 <p>b. Shows evidence of application of relevant workplace procedures including:</p> <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. handling and storage of materials b.5. security procedures b.6. waste, pollution and recycling management processes <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
<p>6. Context for assessment</p>	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p> <p>b. Competence should be demonstrated with a range of typical industry sector machines, production processes, materials and products, sufficient to ensure confirmation of the required skills and knowledge</p>

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

LMTPRGN-12A Control production

Field: Production

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

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

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves activities associated with the monitoring and control of production operations/yields b. Competence must be demonstrated in working largely independently and being accountable for own results including: <ul style="list-style-type: none"> b.1. carrying out assigned tasks b.2. coordinating processes, and 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

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <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
<p>2. Interdependent assessment of units</p>	<p>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <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 timelines 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 <p>b. Underpinning skills to:</p> <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
<p>4. Resource implications</p>	<p>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</p>
<p>5. Consistency in performance</p>	<p>a. Applies underpinning knowledge and skills when:</p> <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 <p>b. Shows evidence of application of relevant workplace procedures 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 <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
<p>6. Context for assessment</p>	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p> <p>b. Competence should be demonstrated with a range of typical industry sector machines or equipment and production schedules, sufficient to ensure confirmation of the required skills and knowledge</p>

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

LMTPRGN-13A Repair product

Field: Production

This unit covers the skills and knowledge required to repair products produced by various sectors of the TCF industry to meet quality standards.

ELEMENT	PERFORMANCE CRITERIA
1. Determine requirements	a. Requirements for maintenance or repair of product are determined and specifications for repair task documented, according to enterprise procedures
2. Prepare for repair	a. Product is prepared in appropriate manner for maintenance or repair b. Materials required for the repair task are assembled c. Machinery, equipment, tools and materials required for the repair task are assembled and checked d. Plan for the repair task is developed according to workplace procedures and specifications
3. Undertake repair	a. Repair is undertaken to restore product to the standard specified using a range of techniques and materials, as required b. Product is checked against specifications and appropriate quality standards, and adjustments made as required c. Product is prepared for storage or transferred to the appropriate work section, as required d. All relevant paperwork and documentation is prepared in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the repair of final products or products produced at different stages of production to meet quality standards within sectors of the TCF industry b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large-scale production or small business situation b. Complexity and degree of responsibility will be dependent on the size of the enterprise and internal work organisation c. The competencies apply to workplace activities associated with the repair of final products or products produced at different stages of production d. Degree of complexity of repair will relate to materials being used, intricacy of design and means of construction e. Safety procedures and practices when working with repair equipment are as specified by manufacturers, regulatory authorities and the enterprise f. Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise g. The competencies may be demonstrated in machine and tool maintenance applicable to the repair task h. The competencies are used within established routines, methods and procedures
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customers' measurements and requirements b. Work specifications c. Design sketches and drawings d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the repair of products b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. assess product for repair a.2. repair product to optimum condition a.3. check repair against quality standards a.4. interact with the personnel/client a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units 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. product construction applicable to product being repaired a.2. characteristics of materials used in product construction a.3. appropriate repair techniques and their application a.4. quality standards a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures a.7. reporting processes a.8. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. perform maintenance and repair techniques to the required industry standard b.2. communicate effectively with clients, individuals, work groups and supervisors b.3. use hand and machine appropriate to the repair task b.4. apply all the relevant safety practices b.5. communicate effectively with clients, individuals, work groups and supervisors b.6. maintain records b.7. apply procedures and processes b.8. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations the repair of final products or products produced at different stages of production to meet quality standards within sectors of the TCF industry, includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. 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
2	2	2	2	2	2	2

LMTPRGN-15A Coordinate work of team/section

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Plan and coordinate work schedules	a. Tasks, jobs, and work priorities are confirmed with supervisor/manager, as required b. Tasks are assigned to team/section or individuals, in accordance with workplace procedures c. Priority of tasks is communicated to team/section or individuals d. Material requirements are organised to meet work requirements
2. Monitor performance and quality	a. Required work standard is communicated to team/section or individuals to ensure understanding of task requirements b. Standard of performance including quality standards, of team/section and/or individuals, is monitored to ensure achievement of outcomes and is reported in accordance with enterprise procedures c. Instruction and/or support are provided, as required, in order to achieve standards and outcomes d. Proposals for improvements to work processes, efficiency and organisation are communicated/reported as required to appropriate personnel, in accordance with enterprise procedures
3. Monitor application of OH&S in the work area	a. Implementation of OH&S and environmental standards and procedures are monitored to achieve safety standards and requirements in the workplace b. Proposals for prevention or correction of problems are identified and communicated/reported to appropriate personnel, in accordance with enterprise procedures
4. Communicate with work team/section, individuals	a. All information affecting work, including OH&S and quality standards is explained logically in an easily understood manner to individuals and teams, as required b. Feedback from team/section members and individuals is sought to assist in the effective operation of the team/section
5. Report work of team/section	a. Reports and documentation on section/team performance and outcomes are provided to line supervisor/management, as required, in accordance with enterprise procedures b. Section/team performance and outcomes, which impact on operations of other sections, are communicated effectively and promptly, as required, to appropriate personnel, in accordance with enterprise procedures

Range of Variables

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

Evidence Guide

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

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

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

Field: Production

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

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

Range of Variables

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

Evidence Guide

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

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 be microprocessor or computer control and include production and facility equipment used within the enterprise f. Work relates to complex TCF production equipment with control systems involving advanced <ul style="list-style-type: none"> f.1. electronic technology f.2. pneumatic technology f.3. hydraulic technology f.4. robotics technology g. The competencies are applied under general guidance on progress and outcomes h. Knowledge and skills are applied to a wide range of tasks and/or roles i. The competencies are used within organisational routines, methods and procedures
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Installation/commissioning procedures b. Manufacturer's instructions c. Organisation work procedures and specifications d. Organisational or external personnel e. Quality and Australian standards and procedures f. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the assembly and construction of garments b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. appropriate installation and commissioning procedures a.2. 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	<ul style="list-style-type: none"> 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	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	2	3	2	2	3	3

LMTEMGN-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 be 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

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <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
<p>2. Interdependent assessment of units</p>	<p>a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <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 <p>b. Underpinning skills to:</p> <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
<p>4. Resource implications</p>	<p>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</p> <p>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</p>
<p>5. Consistency in performance</p>	<p>a. Applies underpinning knowledge and skills when:</p> <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 <p>b. Shows evidence of application of relevant workplace procedures including:</p> <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 <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
<p>6. Context for assessment</p>	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p>

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 time-line constraints for 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 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

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <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
<p>2. Interdependent assessment of units</p>	<p>a. This unit does not necessarily need to be assessed in conjunction with other units and can be assessed independently</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <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 <p>b. Underpinning skills to:</p> <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
<p>4. Resource implications</p>	<p>a. Access to real or appropriately simulated situations involving the development of preventative maintenance schedules for machines and equipment used in a TCF enterprise</p> <p>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</p>
<p>5. Consistency in performance</p>	<p>a. Applies underpinning knowledge and skills when:</p> <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 <p>b. Shows evidence of application of relevant workplace procedures including:</p> <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 <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
<p>6. Context for assessment</p>	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p>

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

LMTEMGN-08A Perform minor maintenance

Field: Engineering and Maintenance

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

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

Range of Variables

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

Evidence Guide

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

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

LMTEMGN-10A Perform maintenance procedures

Field: Engineering and Maintenance

This unit encompasses the routine checking, cleaning and maintenance of machines and equipment in the various sectors of the TCF industry

ELEMENT	PERFORMANCE CRITERIA
1. Conduct routines checks	<ul style="list-style-type: none"> a. Routine checks of machine operations are assessed in accordance with workplace and service procedures and manufacturer's instructions and adjustments made or irregularities reported as required b. Periodic servicing such as lubrication and greasing, etc. is assessed in accordance with workplace procedures and manufacturer's instructions
2. Clean machine	<ul style="list-style-type: none"> a. The machine is cleaned in accordance with workplace requirements and schedules, and manufacturer's cleaning instructions
3. Perform maintenance procedures	<ul style="list-style-type: none"> a. Preventative maintenance is assessed on machines in accordance with workplace procedures and manufacturer's instructions and adjustments made, repairs made or irregularities reported as required b. Identification of equipment faults is conducted in accordance with basic workplace fault finding procedures and manufacturers' instructions c. Identified faults and their causes are reported in accordance with workplace procedures and appropriate action taken in conjunction with specialist machine maintenance mechanic to repair the fault and top prevent any recurrence of the fault conditions

Range of Variables

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

Evidence Guide

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> a.1. operate machines correctly a.2. check machine performance against machine specifications a.3. service machines a.4. clean machines a.5. undertake adjustments to machines a.6. identify faults a.7. communicate and cooperate with specialist maintenance mechanics a.8. complete records accurately and completely a.9. apply workplace health and safety policies in work operations
<p>2. Interdependent assessment of units</p>	<p>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <ul style="list-style-type: none"> a.1. procedures and guidelines for safe operation of machines a.2. typical fault conditions and related fault finding procedures a.3. routine maintenance processes and practices a.4. technical specifications manuals a.5. safety policies and procedures a.6. quality standards and procedures a.7. workplace reporting and recording procedures <p>b. Underpinning skills to:</p> <ul style="list-style-type: none"> b.1. assess operating performance of machine b.2. start and stop machines according to specifications b.3. monitor machine operations including machine production readings b.4. recognise fault conditions b.5. undertake cleaning and servicing b.6. recognise, rectify machine faults or problems as required b.7. check machine maintenance records b.8. check/confirm compliance to operational specifications
<p>4. Resource implications</p>	<p>a. Access is required to real or appropriately simulated situations involving the routine checking, cleaning and maintenance of machines, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures</p>
<p>5. Consistency in performance</p>	<p>a. Applies underpinning knowledge and skills when:</p> <ul style="list-style-type: none"> a.1. describing consequences a.2. completing tasks a.3. identifying improvements a.4. applying safety precautions relevant to the task <p>b. Shows evidence of application of relevant workplace procedures including:</p> <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management processes <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
<p>6. Context for assessment</p>	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p> <p>b. Competence should be demonstrated with a range of typical industry sector machines and production processes, sufficient to ensure confirmation of the required skills and knowledge</p>

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

LMTEMTX-01A Monitor, adjust and maintain machines

Field: Engineering and Maintenance

This unit encompasses the routine monitoring, adjusting and maintenance of machines and equipment in the various sectors of the Textile Production Industry

ELEMENT	PERFORMANCE CRITERIA
1. Operate machine and monitor performance	<ul style="list-style-type: none"> a. Machine is started and stopped in accordance with manufacturer's and enterprise requirements b. Machine operations and processes are monitored to ensure correct procedures are assessed and product meets quality standards c. Machine performance is monitored and reviewed in accordance with manufacturer's and enterprise specifications and procedures
2. Conduct routine checks, servicing and cleaning	<ul style="list-style-type: none"> a. Routine checks of machine operations are assessed in accordance with workplace and service procedures and manufacturer's instruction b. Minor adjustments are made or irregularities reported as required c. Periodic servicing such as lubrication and greasing, etc. is assessed in accordance with workplace procedures and manufacturers' instructions d. The machine is cleaned in accordance with workplace requirements and schedules, and manufacturer's cleaning instructions
3. Perform maintenance procedures	<ul style="list-style-type: none"> a. Preventative maintenance is assessed on machines in accordance with workplace procedures and manufacturers instructions b. Identification of equipment faults is conducted in accordance with workplace fault finding procedures and manufacturer's instructions c. Identified faults and their causes are reported in accordance with workplace procedures and appropriate action taken in conjunction with appropriate personnel to repair the fault and to prevent any recurrence of the fault conditions
4. Replace parts and consumables	<ul style="list-style-type: none"> a. Faulty parts are identified for repair, replacement or adjustment, as required b. Consumables to be replaced are identified, as required c. Parts and/or consumables are selected and checked against specifications d. Parts and/or consumables are replaced using appropriate techniques and equipment to ensure conformance with specifications, operational performance, quality and safety e. Replaced parts or consumables are inspected, checked and adjusted as necessary to ensure compliance with operational specifications f. Appropriate personnel are consulted as required and appropriate action taken consistent with enterprise requirements and procedures
5. Check machine performance	<ul style="list-style-type: none"> a. Machine performance is monitored and reviewed and adjustments made as required, in accordance with manufacturer's and enterprise specifications and procedures b. Machine operations and processes are monitored to ensure correct procedures are assessed and product meets quality standards c. Machine operator is instructed, if necessary, on machine operations and processes and any required safety procedures d. Records and documentation of machine performance and maintenance are maintained using established enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the routine monitoring, adjustment and maintenance of machines and equipment used in the sectors of the textile production industry b. Discretion, judgement, and initiative must be demonstrated on the job, in own work, either individually or in a team environment c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large or small sized production situation b. Work may involve individual and team related activities and may include liaison with specialist technicians including mechanics/technicians and production supervisors c. Work conducted in a variety of environments, such as: <ul style="list-style-type: none"> c.1. operational workplace activities c.2. restricted space c.3. hazardous, controlled or exposed conditions d. Work undertaken on a range of machines that may be microprocessor or computer controlled relevant to the industry sector e. Work involves routine maintenance procedures that follow manufacturers and enterprise specifications and requirements f. Parts and consumables are those that require periodic replacement as a result of normal machine and production operations, e.g. belts, globes, combs, etc. g. Tools may include hand tools and hand-held power tools h. Exposure to chemicals, dangerous or other hazardous substances i. Data recording, either using keyboard or manual recording applications j. Interaction/interface with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machine/equipment manufacturers' specifications and instructions b. Organisation work orders c. Organisational or external personnel d. Work scheduling documentation e. Job procedures f. Work instructions
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the checking, adjustment and maintenance of machines b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice including the storage, safe handling and disposal of chemicals d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> a.1. operate machines correctly a.2. monitor machine performance against specifications and undertake minor adjustments a.3. service and clean machines a.4. identify faults a.5. identify and replace replaceable parts and consumables used in normal machine operations a.6. communicate and cooperate with mechanics/technicians and production personnel a.7. complete records accurately and completely a.8. apply workplace health and safety policies in work operations
2. Interdependent assessment of units	<p>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</p>
3. Required knowledge and skills	<p>a. Underpinning knowledge of:</p> <ul style="list-style-type: none"> a.1. procedures and guidelines for safe operation of machines a.2. typical fault conditions and related fault finding procedures a.3. routine maintenance processes and practices a.4. range and use of replacement parts and consumables a.5. techniques to replace parts and consumables a.6. characteristics of materials and fibres a.7. technical specifications manuals a.8. safety policies and procedures a.9. quality standards and procedures a.10. workplace reporting and recording procedures <p>b. Underpinning skills to:</p> <ul style="list-style-type: none"> b.1. assess operating performance of machine b.2. start and stop machines according to specifications b.3. monitor machine operations including machine production readings b.4. recognise fault conditions b.5. use of hand tools and hand-held power tools b.6. undertake cleaning and servicing b.7. recognise, rectify machine faults or problems as required b.8. check machine maintenance records b.9. check/confirm compliance to operational specifications
4. Resource implications	<p>a. Access is required to real or appropriately simulated situations involving the routine monitoring, adjusting and maintenance of machines, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures</p>
5. Consistency in performance	<p>a. Applies underpinning knowledge and skills when:</p> <ul style="list-style-type: none"> a.1. describing consequences a.2. completing tasks a.3. identifying improvements a.4. applying safety precautions relevant to the task <p>b. Shows evidence of application of relevant workplace procedures including:</p> <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management processes <p>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</p> <p>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</p> <p>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</p>
6. Context for assessment	<p>a. Assessment may occur on the job or in an appropriately simulated environment</p> <p>b. Competence should be demonstrated with a range of typical industry sector machines and production processes, sufficient to ensure confirmation of the required skills and knowledge</p>

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

LMTQAGN-01A Apply quality standards

Field: Quality

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

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

Range of Variables

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

Evidence Guide

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

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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

LMTHRGN-02A Work in a team environment

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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

LMTHRGN-03A Participate in staffing processes

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	<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"> 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. 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 a.4. 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-08A Follow defined OH&S policies and procedures

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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

LMTWDGN-01A Operate load shifting equipment

Field: Warehousing and Distribution

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

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

Range of Variables

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

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

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