



LMT00

Textiles, Clothing and Footwear Training Package

**Volume 4 of 19
Cotton Ginning**

**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:

LMT20406 Certificate II in Cotton Ginning

LMT30306 Certificate III in Cotton Ginning

LMT40206 Certificate IV in Cotton Ginning

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'.

Cotton Ginning Units of Competency

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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, 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 involve 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

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. 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
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. 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 b. Underpinning skills to: <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
4. Resource implications	<ul style="list-style-type: none"> 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
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 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. handling and storage of materials 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, production processes, materials and products, 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
1	1	1	2	1	1	1

LMTPRCG-01A Operate machinery to gin cotton

Field: Production

This unit covers the skills required to operate cotton ginning machinery and perform relevant operator maintenance. It includes the appropriate recycling and waste disposal processes.

ELEMENT	PERFORMANCE CRITERIA
1. Operate cotton ginning machinery	<ul style="list-style-type: none"> a. All necessary settings and preparation for machinery operation are identified and assessed in accordance with specification and enterprise standard procedures b. Ginning machinery is started in accordance with enterprise standard operating procedures c. Work area around machinery is cleaned and maintained to meet enterprise and safety requirements d. Machinery is stopped or shut down in accordance with all safety and enterprise standard operating procedures
2. Carry out operator maintenance	<ul style="list-style-type: none"> a. Minor running problems are identified and reported in accordance with enterprise and/or machinery manufacturer's procedures b. Major machinery or product faults are reported according to enterprise standard procedures c. Minor maintenance and cleaning are performed in accordance with manufacturer's specifications and/or enterprise procedures
3. Dispose of waste materials	<ul style="list-style-type: none"> a. Waste is kept to a minimum through correct application of enterprise run out procedures b. Waste is recycled where possible in accordance with enterprise procedures c. Machine waste is disposed of in accordance with environmental and safety procedures
4. Monitor product quality	<ul style="list-style-type: none"> a. Quality requirements for cotton ginning are correctly identified and applied for all stages of the process b. Cotton flow is monitored to meet enterprise standard operating procedures c. Cotton quality is visually checked continuously to ensure standard is maintained d. Any deviations from normal are recognised, isolated and reported in accordance with enterprise procedures
5. Communicate process information	<ul style="list-style-type: none"> a. Records and other documentation are clearly and accurately completed where required by enterprise procedures b. Information regarding production status and/or problems is accurately transferred between changes in shifts

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles c. Machine settings and preparation can relate to: <ul style="list-style-type: none"> c.1. pre-start up visual checks, including safety requirements c.2. basic maintenance checks and product setting requirements c.3. start up procedures c.4. machine cleaning d. Minor running problems may refer to: <ul style="list-style-type: none"> d.1. adjustments causing non-conforming outcomes e. Machinery may include: <ul style="list-style-type: none"> e.1. feeder system e.2. gin stand e.3. cleaners e.4. lint cleaner e.5. battery condenser e.6. air and drying system f. Maintenance activities will vary to meet enterprise requirements and may be: <ul style="list-style-type: none"> f.1. scheduled f.2. unscheduled g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machinery/equipment manufacturers' manuals and specifications b. Organisation work orders c. Manifests d. Maintenance and work schedules e. Organisational or external personnel f. Enterprise policies and procedures g. Quality and Australian standards and procedures h. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to process requirements and operating machinery b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, handling and disposal of chemicals and waste, where required c.2. machine operation and operator maintenance d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. prepare and operate cotton ginning machinery a.2. monitor product and process quality a.3. appropriately dispose of waste a.4. transfer relevant information between shift changes, where required
2. Interdependent assessment of units	a. This unit could be assessed in conjunction with the unit 'Check Seed Cotton for Ginning Requirements' or it can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. machinery preparation, operation, maintenance procedures and level of operator responsibility a.4. monitoring procedures a.5. quality requirements for each stage of the process a.6. safety and environmental aspects of related to machinery operation and handling of materials a.7. waste disposal procedures a.8. workplace and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret specifications and set machine for operation b.2. identify minor running problems and perform operator maintenance b.3. provide information in the form and detail required, particularly regarding production status/problems and between shift changes b.4. apply the quality requirements for each stage of the process b.5. communicate effectively within the workplace b.6. identify, interpret and assess procedures b.7. analyse and evaluate information
4. Resource implications	a. Access to a real or appropriately simulated work situation, cotton, machinery, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of machinery and related equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRCG-02A Check seed cotton for ginning requirements

Field: Production

This unit covers the skills required to prepare for the cotton ginning procedure through the performance of tests to determine the processing requirements.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare equipment for tests	<ul style="list-style-type: none"> a. Appropriate equipment is selected for the required task b. Equipment is prepared for the testing process in accordance with enterprise procedures c. Calibration of equipment is checked where necessary
2. Conduct moisture content tests	<ul style="list-style-type: none"> a. Seed cotton to be tested is obtained and prepared for testing b. Readings are taken in accordance with equipment manufacturer's and/or enterprise procedures c. Test results are recorded or reported in accordance with enterprise procedures
3. Evaluate trash condition of cotton modules	<ul style="list-style-type: none"> a. Types of trash in the cotton seed are identified b. Trash types are quantified relative to cotton processing requirements c. Outcome of evaluation is recorded or reported in accordance with enterprise requirements
4. Communicate process information	<ul style="list-style-type: none"> a. Records and other documentation are clearly and accurately maintained as required by enterprise procedures b. Information regarding production status and/or problems is accurately transferred between changes in shifts

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite Environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles c. Basic tests are conducted within defined procedures where responsibility for decisions is/maybe referred to an appropriate person d. All tests are conducted in accordance with equipment manufacturer's specifications and enterprise procedures e. Equipment preparation may include: <ul style="list-style-type: none"> e.1. selection e.2. preparation e.3. ensuring equipment is calibrated accurately f. Testing for moisture content may include: <ul style="list-style-type: none"> f.1. preparing seed cotton for tests f.2. checking moisture content prior to ginning f.3. taking accurate readings g. Evaluation of trash condition may include: <ul style="list-style-type: none"> g.1. identifying types of trash g.2. quantifying trash types g.3. evaluating trash level of cotton seed prior to ginning h. Data recording may include: <ul style="list-style-type: none"> h.1. keyboard h.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Test equipment manufacturers' instructions/specifications b. Organisation work orders c. Manifests d. Transfer documentation e. Consignment notes f. Organisational or external personnel g. Enterprise policies and procedures h. Quality and Australian standards and procedures i. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to testing and process requirements for ginning cotton b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, handling and disposal of chemicals and waste, where required c.2. equipment operation and testing procedures d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. select test equipment a.2. conduct relevant tests a.3. identify trash types a.4. evaluate condition of trash
2. Interdependent assessment of units	a. This unit could be assessed in conjunction with the unit 'Operate Machinery to Gin Cotton' or it can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. tests that may be applied and their purpose a.4. the processing requirements for cotton, associated with the physical and contamination tests and test outcomes a.5. quality requirements for each stage of the process a.6. safety and environmental aspects of related to test equipment, machinery operation and handling of materials a.7. waste disposal procedures a.8. workplace and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. prepare equipment b.2. carry out tests following established procedures b.3. document and/or report test results b.4. apply the quality requirements for each stage of the process b.5. communicate effectively within the workplace b.6. identify, interpret and assess procedures b.7. analyse and evaluate information
4. Resource implications	a. Access to real or appropriately simulated work situation, seed cotton, test equipment, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRCG-03A Operate bale or mote press

Field: Production

This unit covers the skills required to operate the bale or mote press as used in the cotton ginning process.

ELEMENT	PERFORMANCE CRITERIA
1. Operate bale or mote press	<ul style="list-style-type: none"> a. All necessary settings and preparation for machinery operation are identified and assessed in accordance with specification and enterprise standard procedures b. Press machinery is started in accordance with enterprise standard operating procedures c. Bale tie system is fed in accordance with manufacturers' and or enterprise procedures d. Work area around machinery is cleaned and maintained to meet enterprise and safety requirements e. Machinery is stopped or shut down in accordance with all safety and enterprise standard operating procedures
2. Carry out operator maintenance	<ul style="list-style-type: none"> a. Minor running problems are identified and reported in accordance with enterprise and/or machinery manufacturer's procedures b. Major machinery or product faults are reported according to enterprise standard procedures c. Minor maintenance and cleaning are performed in accordance with manufacturer's specifications and/or enterprise procedures
3. Dispose of waste materials	<ul style="list-style-type: none"> a. Waste is kept to a minimum through correct application of enterprise run out procedures b. Waste is recycled where possible in accordance with enterprise procedures c. Machine waste is disposed of in accordance with environmental and safety procedures
4. Monitor product quality	<ul style="list-style-type: none"> a. Quality requirements for producing cotton bales are correctly identified and applied for all stages of the process b. Bale quality is visually checked continuously to ensure standard is maintained c. Any deviations from normal are recognised, isolated and reported in accordance with enterprise procedures
5. Communicate process information	<ul style="list-style-type: none"> a. Records and other documentation are clearly and accurately completed where required by enterprise procedures b. Information regarding production status and/or problems is accurately transferred between changes in shifts

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in restricted spaces or exposed conditions or controlled or open environments b. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles c. Machine settings and preparation can relate to: <ul style="list-style-type: none"> c.1. pre-start up visual checks, including safety requirements c.2. basic maintenance checks and product setting requirements c.3. start up procedures c.4. machine cleaning d. Minor running problems may refer to: <ul style="list-style-type: none"> d.1. adjustments causing non-conforming outcomes e. Machinery may include: <ul style="list-style-type: none"> e.1. bale press e.2. lint slide and trapper e.3. mote press f. Maintenance activities will vary to meet enterprise requirements and may be: <ul style="list-style-type: none"> f.1. scheduled f.2. unscheduled g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machinery/equipment manufacturers' manuals and specifications b. Organisation work orders c. Manifests d. Maintenance and work schedules e. Organisational or external personnel f. Enterprise policies and procedures g. Quality and Australian standards and procedures h. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to process requirements and operating machinery b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes: <ul style="list-style-type: none"> c.1. storage, handling and disposal of chemicals and waste, where required c.2. machine operation and operator maintenance d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. prepare and operate pressing machinery a.2. monitor product and process quality a.3. undertake basic maintenance of machinery a.4. appropriately dispose of waste a.5. transfer relevant information between shift changes, where required
2. Interdependent assessment of units	a. This unit can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. machinery preparation, operation, maintenance procedures and level of operator responsibility a.4. monitoring procedures a.5. quality requirements for each stage of the process a.6. safety and environmental aspects of related to machinery operation and handling of materials a.7. waste disposal procedures a.8. workplace and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret specifications and set machine for operation b.2. identify minor running problems and perform operator maintenance b.3. provide information in the form and detail required, particularly regarding production status/problems and between shift changes b.4. apply the quality requirements for each stage of the process b.5. communicate effectively within the workplace b.6. identify, interpret and assess procedures b.7. analyse and evaluate information
4. Resource implications	a. Access to a real or appropriately simulated work situation, cotton, machinery, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of machinery and related equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRGN-12A Control production

Field: Production

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. organise machine operations, staff and production processes a.2. meet production processes efficiency standards a.3. implement appropriate ways of correcting non-compliance and inefficiencies a.4. apply techniques to monitor production work a.5. monitor changes to production processes a.6. apply workplace health and safety policies in work operations a.7. check production outputs against specifications a.8. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. production and work flow system in the enterprise a.2. factors/constraints that impact on effective work flow a.3. ways of controlling factors and constraints a.4. cost effective work methods to achieve production objectives and 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 b. Underpinning skills to: <ul style="list-style-type: none"> b.1. develop workflow plans b.2. schedule and prioritise resources (machines, staff, materials and production processes) b.3. clarify and communicate tasks, roles and responsibilities b.4. allocate work for operators/team members b.5. identify and report problems with workflow b.6. establish, maintain and update monitoring procedures b.7. identify and interpret product specifications b.8. set and adjust machines in accordance with enterprise procedures b.9. select, organise and weigh raw materials b.10. analyse and record results in accordance with enterprise procedures b.11. carry out work in accordance with OH&S policies and procedures
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the monitoring of production, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising production processes and resources a.2. interpreting work specifications a.3. describing consequences a.4. completing tasks a.5. identifying improvements a.6. applying safety precautions relevant to the task a.7. assessing operational capacity of equipment/machines used in production processes b. Shows evidence of application of relevant workplace procedures 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
3	3	3	2	2	3	3

LMTPRGN-15A Coordinate work of team/section

Field: Production

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

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

Range of Variables

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

Evidence Guide

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

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

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

Field: Production

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

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

Evidence Guide

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

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

LMTEMCG-01A Welding and thermal cutting

Field: Engineering and Maintenance

This unit covers the skills to undertake basic, simple maintenance and repair within the cotton gin using manual welding and oxy acetylene cutting equipment under supervision at AQF Level 2.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare materials and equipment	<ul style="list-style-type: none"> a. Welding requirements are determined in accordance with specifications and instructions b. Strategy and process selected with assistance of supervisor c. Materials are prepared using appropriate tools and techniques assembled or aligned where appropriate d. Equipment and/or accessories are assembled, test runs undertaken, adjustments made in accordance with safe work practices and standard operating procedures
2. Perform simple routine welding using either manual or gas metal arc equipment	<ul style="list-style-type: none"> a. Weld is undertaken safely and to agreed procedures b. Welds are deposited correctly in flat position c. Welding skills limited to mild steel, simple positions, up to 4 mm rods only and no gouging
3. Perform simple thermal cutting and welding	<ul style="list-style-type: none"> a. Material is cut to shape, size and length specifications to accepted work standards in the event of equipment repair b. Materials such as failed bearing sleeves are heated to an appropriate temperature to facilitate removal
4. Inspect completed work	<ul style="list-style-type: none"> a. Welds are cleaned and inspected in accordance with enterprise procedures b. Defects are identified and rectified using appropriate tools and techniques
5. Maintain records	<ul style="list-style-type: none"> a. Results of inspections are recorded and/or reported in accordance with enterprise procedures b. Details of work assessed are recorded and/or reported in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves periodic testing as part of the production process 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. Welding may relate to: <ul style="list-style-type: none"> a.1. preparation of materials including pre-heating, set up of jigs, fixtures and clamps a.2. safety factors, including injury prevention a.3. manual metal arc welding processes (MMAW) a.4. test procedures, including voltage drop, amperage setting, earthing, electrode and wire conductivity, electrode flux conditioning a.5. gas metal arc welding (GMAW) a.6. preparation of materials would include amperage setting, earthing, secondary circuits a.7. thermal cutting and/or heating may be applied to manual or processes used to cut and heat specifications, materials of various thicknesses and types, a variety of cutting or heating methods including oxy acetylene and oxy fuel gas b. All checks are performed in accordance with established enterprise procedures c. Test equipment includes: <ul style="list-style-type: none"> c.1. purpose built c.2. general test equipment related to the particular requirements d. Exposure to dangerous or hazardous substances e. Data recording may include: <ul style="list-style-type: none"> e.1. keyboard e.2. manual recording applications f. Interaction/interface with other sections
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Dockets, tags or other identification b. Organisation work orders c. Equipment manufacturers' specifications and instructions d. Regulatory and enterprise safety procedures e. Quality assurance manuals f. Organisational or external personnel g. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to operation and maintenance schedule b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes the storage, safe handling and disposal of waste materials d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. confirm/clarify requirements and select appropriate methods, equipment and materials a.2. ensure equipment is operated correctly a.3. apply workplace health and safety policies in work operations a.4. record and report results accurately
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. range of equipment and its operation a.3. characteristics of materials and their properties a.4. quality requirements a.5. safety and environmental aspects of relevant testing processes a.6. workplace procedures and reporting processes b. Underpinning skills to: <ul style="list-style-type: none"> b.1. select and prepare materials b.2. select and operate equipment b.3. perform simple routine welding techniques b.4. apply all relevant safety practices b.5. maintain accurate work records b.6. communicate effectively within the workplace b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situations involving routine procedures, including work areas, materials/equipment, information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. 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 equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. job procedures and work instructions b.3. relevant guidelines relating to safe use of equipment b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace b. Competence should be demonstrated with a range of typical industry routine, basic, simple maintenance and repair activities 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	1	2	2	1	2

LMTEMC02A Perform in season daily operational maintenance of machinery

Field: Engineering and Maintenance

This unit encompasses the in season and daily maintenance of machinery and equipment used in cotton ginning.

ELEMENT	PERFORMANCE CRITERIA
1. Isolate machine or equipment	<ul style="list-style-type: none"> a. Isolation or shutdown of machine or equipment is undertaken and confirmed safely to standard operating procedures b. Safety and/or security lock out devices and signage are installed in accordance with machine/equipment or enterprise procedures
2. Undertake programmed maintenance	<ul style="list-style-type: none"> a. Machine/equipment is checked in accordance with specified procedures b. Condition of machine/equipment is correctly established and reported relative to standard enterprise procedures c. Replacement or replenishment of consumable materials is assessed, including maintaining a store of supplies, in accordance with specified procedures
3. Diagnose and locate faults	<ul style="list-style-type: none"> a. Faults are identified and correctly located or confirmed from operator or machine/equipment information b. Causes of faults whether machine, operator or raw materials are correctly established c. Faults and causes are reported in accordance with enterprises procedures d. Contingency procedures for continuous production are determined and/or communicated to appropriate personnel in accordance with enterprise procedures
4. Carry out unscheduled maintenance repairs to machine or equipment	<ul style="list-style-type: none"> a. Appropriate repair procedure is determined b. Unscheduled maintenance is assessed in accordance with machine/equipment or enterprise procedures c. Machine is operated in accordance with enterprise procedures to check repair
5. Set machine adjustments	<ul style="list-style-type: none"> a. Machine is set in accordance with product or enterprise specifications and machine manufacturers' procedures b. Machine is test run in accordance with manufacturer's and enterprise requirements c. Test results are interpreted to determine adjustment requirements d. Adjustment changes are assessed in accordance with product and machine requirements e. Required maintenance/repair/replacement documentation is accurately completed and correctly processed

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the operational maintenance, scheduled and unscheduled, of machines or equipment used in cotton ginning 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. Liaison with specialist mechanics and technicians b. Work conducted in restricted spaces or exposed conditions or controlled or open environments c. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles d. Work undertaken on a range of machines/equipment which may include microprocessor or computer control and can include: <ul style="list-style-type: none"> d.1. feeder systems d.2. cleaners d.3. gin stand d.4. lint cleaner d.5. battery condenser d.6. air and drying system d.7. bale and mote press d.8. trash handling equipment d.9. load shifting equipment e. Data recording may include: <ul style="list-style-type: none"> e.1. keyboard e.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machinery/equipment manufacturer's manuals and specifications b. Organisation work orders c. Manifests d. Maintenance and work schedules e. Organisational or external personnel f. Enterprise policies and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the scheduled or unscheduled maintenance of machinery/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 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 levels 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 allows operators to: <ul style="list-style-type: none"> a.1. isolate machines correctly a.2. establish machine condition against specifications and undertake required maintenance as delegated a.3. set machine according to specifications a.4. identify faults, whether machine, operator or raw material 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. fill in records accurately and completely a.8. apply workplace health and safety policies in work operations
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit can be assessed independently, or in conjunction with the unit LMTEMC-03A Overhaul or repair mechanical equipment
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. routine maintenance processes and practices a.4. range and use of replacement parts and consumables a.5. techniques to replace parts and consumables correctly and safely a.6. technical specification manuals a.7. safety policies and procedures a.8. quality standards and procedures a.9. 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. use hand tools and hand held machine tools b.6. interpret specifications and set machine for operations 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	<ul style="list-style-type: none"> a. Access to real or appropriately simulated work situations involving the repair or overhaul of mechanical equipment, and including work areas, machines/equipment, tools, test equipment, technical manuals and specifications, relevant safety information, work instructions, maintenance schedules 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 a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated workplace 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	2	2	2	2	2	2

LMTEMCG-03A Overhaul or repair mechanical equipment

Field: Engineering and Maintenance

This unit encompasses the role of the ginner in assisting a specialist technician during the overhaul and repair, in or out of season, of mechanical equipment used in cotton ginning.

ELEMENT	PERFORMANCE CRITERIA
1. Diagnose and locate mechanical faults	<ul style="list-style-type: none"> a. Consultation with machine operator and other relevant enterprise personnel is assessed to assist in locating faults b. Maintenance reports are checked and reviewed to aid fault diagnosis c. Machine or equipment is isolated safely or checked for correct isolation, where appropriate d. Fault condition is localised at component level using relevant test equipment and procedures e. Mechanical component faults are accurately located and causes of faults are clearly identified f. Fault rectification requirements are determined to assist in the planning of the repair g. Fault and repair requirements are reported in accordance with enterprise procedures
2. Repair or overhaul mechanical equipment	<ul style="list-style-type: none"> a. Machine or equipment is isolated safely or checked for correct isolation – 'lockout' b. Faulty equipment, component or sub-assembly is removed from machine system in accordance with relevant maintenance procedures c. Replaceable items are selected from stock or manufacturer's catalogues and obtained according to enterprise procedures d. New parts are sourced or fabricated or manufactured, where appropriate, according to enterprise procedures e. Correct repair procedure, tools and equipment are selected/prepared for use on serviceable items f. Serviceable items are repaired or overhauled to manufacturers' and enterprises specifications and procedures g. Consumable products (oils, etc.) are disposed of in accordance with enterprise and environmental requirements h. Components are checked, where applicable, to ensure compliance with specification
3. Fit and adjust mechanical equipment	<ul style="list-style-type: none"> a. Fitting requirements are determined and sequential assembly planning is assessed where applicable b. Equipment, components or sub-assembly is fitted to machine system in accordance with specified procedures c. Mechanical equipment is aligned and/or serviced in accordance with workplace procedures d. Final adjustments are performed on mechanical equipment to meet operational specifications e. Machine isolation is deactivated on completion of safety checks in accordance with enterprise procedures f. Mechanical equipment is tested for correct operation g. Required maintenance documentation is accurately completed and correctly processed

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves assisting with the overhaul or repair of mechanical equipment or machinery used in the cotton ginning process b. Work can relate to both scheduled and unscheduled maintenance c. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment d. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Liaison with specialist mechanics and technicians b. Work conducted in restricted spaces or exposed conditions or controlled or open environments c. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles d. Work undertaken on a range of machines/equipment which may include microprocessor or computer control and can include: <ul style="list-style-type: none"> d.1. feeder systems d.2. cleaners d.3. gin stand d.4. lint cleaner d.5. battery condenser d.6. air and drying system d.7. bale and mote press d.8. trash handling equipment d.9. load shifting equipment e. Data recording may include: <ul style="list-style-type: none"> e.1. keyboard e.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machinery/equipment manufacturer's manuals and specifications b. Standard operating procedures c. Manifests d. Maintenance and work schedules e. Organisational or external personnel f. Enterprise policies and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the scheduled or unscheduled maintenance and overhaul of machinery/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 (cleaning agents) 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 levels are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ol style="list-style-type: none"> a.1. diagnose, locate and repair mechanical faults a.2. overhaul mechanical equipment a.3. dispose of waste appropriately a.4. complete records accurately a.5. apply OH&S policies in work operations
2. Interdependent assessment of units	a. This unit can be assessed independently or in conjunction with the unit LMTEMCG-02A Perform in season daily operational maintenance
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and procedures a.3. machinery/equipment maintenance, repair and overhaul techniques and procedures a.4. technical specifications manuals a.5. safety and environmental aspects related to machinery maintenance and repair a.6. waste disposal procedures a.7. workplace reporting and recording procedures b. Underpinning skills to: <ol style="list-style-type: none"> b.1. diagnose and locate machinery/equipment faults b.2. safely isolate machine or equipment b.3. repair and rectify machinery/equipment faults b.4. fabricate or manufacture new parts where appropriate b.5. overhaul machinery/equipment according to specification b.6. check components for compliance with specifications b.7. test mechanical equipment for correct operation b.8. communicate effectively in the workplace
4. Resource implications	a. Access to real or appropriately simulated work situations involving the repair or overhaul of mechanical equipment, and including work areas, machines/equipment, tools, test equipment, technical manuals and specifications, relevant safety information, work instructions, maintenance schedules and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace 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	2	2	2	1	2	2

LMTEMCG-04A Install machines or equipment

Field: Engineering and Maintenance

This unit encompasses the role of the ginner in assisting a specialist technician during the installation of complete new or replacement machinery or equipment used in the cotton ginning process.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect and prepare installation site	<ul style="list-style-type: none"> a. Site is checked for correct location, services, dimension and levels, utilising appropriate measuring equipment b. Non-compliance with specification is reported according to enterprise procedures c. Alteration or correction is undertaken according to enterprise procedures d. All surfaces, materials and components are correctly prepared for use e. Confirmation that safety checks have been assessed on equipment is undertaken to ensure compliance with Australian safety standards
2. Install machine or equipment	<ul style="list-style-type: none"> a. All work is assessed safely and in accordance with site procedures, environmental requirements and applicable standards b. Machine components are prepared for correct sequential installation c. Machine or equipment is installed in accordance with manufacturers' and site specifications d. Machine or equipment is accurately levelled, aligned, coupled and connected (excluding gas, plumbing, sewerage and fixed wired electrical connection) in accordance with specifications e. Site is cleaned and cleared of all debris and left in a safe condition f. All reports and documentation are completed correctly to required specifications

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves assisting with the installation of complete new or replacement equipment or machinery used in the cotton ginning process b. It is assumed that foundations, footings, beds and frameworks have been completed prior to commencing installation and that services are available or will be connected in accordance with relevant regulations c. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment d. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Liaison with specialist mechanics and technicians b. Work conducted in restricted spaces or exposed conditions or controlled or open environments c. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles d. Work undertaken on a range of machines/equipment which may include microprocessor or computer control and can include: <ul style="list-style-type: none"> d.1. feeder systems d.2. cleaners d.3. gin stand d.4. lint cleaner d.5. battery condenser d.6. air and drying system d.7. bale and mote press d.8. trash handling equipment e. Data recording may include: <ul style="list-style-type: none"> e.1. keyboard e.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machinery/equipment manufacturer's manuals and specifications b. Organisation work orders c. Manifests d. Maintenance and work schedules e. Organisational or external personnel f. Enterprise policies and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the installation of machinery/equipment used in cotton ginning 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 (lubricants and cleaning agents) 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 d. Relevant Australian design standards

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ol style="list-style-type: none"> inspect and prepare installation site prepare components for installation install machine or equipment dispose of waste appropriately complete records accurately apply OH&S policies in work operation
2. Interdependent assessment of units	a. This unit can be assessed independently or in conjunction with the unit LMTECG-05A Commission machines or equipment
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> relevant OH&S legislation, codes of practice, policies and procedures industry and product processes and procedures machinery/equipment installation techniques and procedures technical specifications manuals safety and environmental aspects related to machinery installation waste disposal procedures workplace reporting and recording procedures b. Underpinning skills to: <ol style="list-style-type: none"> install machine or equipment check installation for compliance with specification in accordance with delegation complete all records and reports communicate effectively in the workplace
4. Resource implications	a. Access to real or appropriately simulated work situations involving the installation of mechanical equipment, and including work areas, machines/equipment, tools, test equipment, technical manuals and specifications, relevant safety information, work instructions, maintenance schedules and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> establishing plans describing consequences completing tasks identifying improvements applying safety precautions relevant to the task assessing operational capability of equipment used and work processes selected to level of responsibility b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> hazard policies and procedures, including codes of practice issue resolution procedures job procedures and work instructions quality procedures (where existing) security procedures waste, pollution and recycling management processes relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace 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	2	2	2	2	2	3

LMTECG-05A Commission machines or equipment

Field: Engineering and Maintenance

This unit encompasses the role of the ginner is assisting a specialist technician during the commissioning of new, replacement or existing machinery or equipment used in the cotton ginning process.

ELEMENT	PERFORMANCE CRITERIA
1. Implement commissioning procedure	<ul style="list-style-type: none"> a. All services required at the machine are checked for correct connection as per relevant procedures b. Safety lockouts are checked for correct operation c. Procedure is effectively and logically followed
2. Assess system performance	<ul style="list-style-type: none"> a. Correct measuring/test devices are selected and used b. All necessary measurements/readings are taken at appropriate location and time c. All data is interpreted and referenced against product, enterprise or machine manufacturers' specifications d. All variances from specifications are accurately recorded
3. Adjust machine or equipment	<ul style="list-style-type: none"> a. Equipment is adjusted to specifications utilising appropriate and correct techniques b. System alterations are assessed according to enterprise performance requirement or equipment specifications c. Machinery/equipment is operated to confirm correct performance
4. Make reports	<ul style="list-style-type: none"> a. Reports on system/equipment/machinery status or performance are produced as required by regulations or other specification

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves assisting with the commissioning of equipment or machinery used in the cotton ginning process b. Work can be undertaken on new replacement or existing machinery/equipment c. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment d. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Liaison with specialist mechanics and technicians b. Work conducted in restricted spaces or exposed conditions or controlled or open environments c. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles d. Work undertaken on a range of machines/equipment which may include microprocessor or computer control and can include: <ul style="list-style-type: none"> d.1. feeder systems d.2. cleaners d.3. gin stand d.4. lint cleaner d.5. battery condenser d.6. air and drying system d.7. bale and mote press d.8. trash handling equipment e. Data recording may include: <ul style="list-style-type: none"> e.1. keyboard e.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machinery/equipment manufacturer's manuals and specifications b. Organisation work orders c. Manifests d. Maintenance and work schedules e. Organisational or external personnel f. Enterprise policies and procedures g. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the commissioning of machinery/equipment b. Conditions of service, legislation and industrial agreements including relevant: <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 (lubricants and cleaning agents) 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 levels 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 d. Relevant Australian design standards

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ol style="list-style-type: none"> assist in the planning and implementation of commissioning procedures assess system performance using appropriate tests and measurements make necessary adjustments according to specifications confirm correct performance of machinery/equipment dispose of waste appropriately complete records accurately apply OH&S policies in work operations
2. Interdependent assessment of units	a. This unit can be assessed independently or in conjunction with the unit LMTEMCG-04A Install machines or equipment
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> appropriate commissioning procedures relevant OH&S legislation, codes of practice, policies and procedures industry and product processes and procedures relevant regulatory requirements and codes of practice contract requirements safety and environmental aspects related to machinery maintenance and repair waste disposal procedures workplace reporting and recording procedures b. Underpinning skills to: <ol style="list-style-type: none"> implement commissioning procedures assess system performance make adjustments according to specifications to level of delegation test equipment for correct operation communicate effectively in the workplace
4. Resource implications	a. Access to real or appropriately simulated work situations involving the commissioning of machinery/equipment, and including work areas, machines/equipment, tools, test equipment, technical manuals and specifications, relevant safety information, work instructions, maintenance schedules and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> establishing plans describing consequences completing tasks identifying improvements applying safety precautions relevant to the task assessing operational capability of equipment used and work processes selected to level of responsibility b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> hazard policies and procedures, including codes of practice issue resolution procedures job procedures and work instructions quality procedures (where existing) security procedures waste, pollution and recycling management processes relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace 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	2	2	2	2	2	2

LMTEMCG-06A Overhaul or repair fluid power equipment

Field: Engineering and Maintenance

This unit encompasses the role of the ginner in assisting a specialist technician during the overhaul and repair, in or out of season, of hydraulic and pneumatic equipment associated with machinery used in the cotton ginning process.

ELEMENT	PERFORMANCE CRITERIA
1. Diagnose and locate fluid power faults	<ul style="list-style-type: none"> a. Consultation with machine operator and other relevant enterprise personnel is assessed to assist in locating faults b. Maintenance reports are checked and reviewed to aid fault diagnosis c. Machine or equipment is isolated safely or checked for correct isolation, where appropriate d. Fault condition is localised at component level using relevant test equipment and procedures e. Hydraulic and/or pneumatic component faults are accurately located and the causes of the faults are clearly identified f. Fault rectification requirements are determined to assist in planning the repair g. Fault and repair requirements are reported in accordance with enterprise procedures
2. Repair or overhaul fluid power system	<ul style="list-style-type: none"> a. System or sub-assembly is isolated safely or checked for correct isolation in accordance with prescribed procedures b. Faulty component or sub-assembly is isolated safely or checked for correct isolation in accordance with prescribed procedures c. Replacement items are selected from stock or manufacturers' catalogues and obtained according to enterprise procedures d. Consumable products (oils, etc.) are disposed of in accordance with enterprise and environmental requirements e. Component or sub-assembly is refitted to equipment and tested for correct operation
3. Recommission fluid power system	<ul style="list-style-type: none"> a. System or sub-assembly is correctly recommissioned in accordance with prescribed procedures and specifications b. Correct operation of the system is verified to ensure compliance with specifications c. Maintenance records and/or service reports are updated and completed in accordance with specified enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves assisting with the overhaul or repair of fluid power (pneumatic and/or hydraulic) equipment used in the cotton ginning process b. Work can relate to both scheduled and unscheduled maintenance c. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment d. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Liaison with specialist mechanics and technicians b. Work conducted in restricted spaces or exposed conditions or controlled or open environments c. Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles d. Work undertaken on a range of machines/equipment which may include microprocessor or computer control and can include: <ul style="list-style-type: none"> d.1. feeder systems d.2. cleaners d.3. gin stand d.4. lint cleaner d.5. battery condenser d.6. air and drying system d.7. bale and mote press d.8. trash handling equipment d.9. load shifting equipment e. Data recording may include: <ul style="list-style-type: none"> e.1. keyboard e.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Machinery/equipment manufacturer's manuals and specifications b. Standard operating procedures c. Manifests d. Maintenance and work schedules e. Organisational or external personnel f. Enterprise policies and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures related to the scheduled or unscheduled overhaul or repair of fluid power 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 (lubricants and cleaning agents) d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to assist in the: <ol style="list-style-type: none"> diagnose, locate and repair fluid power faults overhaul fluid power system dispose of wastes appropriately complete records accurately apply OH&S policies in work procedures
2. Interdependent assessment of units	a. This unit can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> relevant OH&S legislation, codes of practice, policies and procedures industry and product processes and procedures fluid power equipment (pneumatic and/or hydraulic) repair and overhaul techniques and procedures technical specifications manuals safety and environmental aspects related to fluid power equipment (pneumatic and/or hydraulic) waste disposal procedures workplace reporting and recording procedures b. Underpinning skills to assist in: <ol style="list-style-type: none"> diagnose and locate fluid power (pneumatic and/or hydraulic) faults safely isolate machine or equipment repair and rectify fluid power system (pneumatic and/or hydraulic) overhaul fluid power system according to specification check components for compliance with specifications test fluid power equipment for correct operation communicate effectively in the workplace
4. Resource implications	a. Access to real or appropriately simulated work situations involving the repair or overhaul of fluid power equipment (pneumatic and/or hydraulic), and including work areas, machines/equipment, tools, test equipment, technical manuals and specifications, relevant safety information, work instructions, maintenance schedules and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> establishing plans describing consequences completing tasks identifying improvements applying safety precautions relevant to the task assessing operational capability of equipment used and work processes selected b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> hazard policies and procedures, including codes of practice issue resolution procedures job procedures and work instructions quality procedures (where existing) security procedures waste, pollution and recycling management processes relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace 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	2	2	2	1	2	2

LMTQAGN-01A Apply quality standards

Field: Quality

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ol style="list-style-type: none"> interpret, relevant work instructions, standards and specifications appropriate to the assessee's work check and measure the relevant quality parameters interpret the results of quality checks in terms of specifications, patterns and work standards take required action where standards of materials, component parts, final product or work processes are found to be unacceptable maintain accurate records
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with the other TCF units
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> relevant quality standards, policies and procedures relevant TCF production processes, materials and products characteristics of materials used in the relevant TCF production processes safety and environmental aspects of relevant TCF production processes relevant measurement techniques and quality checking procedures workplace procedures reporting procedures b. Underpinning skills to: <ol style="list-style-type: none"> interpret work instructions, specifications, standards and patterns appropriate to the assessee's work carry out relevant visual inspections of materials, component parts and final products carry out relevant physical measurements maintain accurate work records in accordance with procedures carry out work in accordance with OH&S policies and procedures meet work specifications communicate effectively within defined workplace procedures interpret and apply defined procedures
4. Resource implications	a. Access to real or appropriately simulated TCF production situations including areas, materials, equipment, and information on work specifications/patterns, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> interpreting work instructions, specifications, standards and patterns appropriate to the assessee's work describing consequences completing tasks identifying improvements within defined procedures applying safety precautions relevant to the task assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> quality procedures hazard policies and procedures including codes of practice relevant to their job within defined procedures job procedures and work instructions waste, pollution and recycling management processes within defined procedures c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <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
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 of: <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 b. Underpinning skills to: <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
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations of one-on-one, on-the-job training, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <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 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	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 informationb. 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 identifiedb. Roles and responsibility of other team members identified and recognisedc. 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 objectivesb. Effective and appropriate contributions made to complement team activities and objectives, based on own skills and competenciesc. Team agreed reporting lines followed using standard operating procedures

Range of Variables

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

Evidence Guide

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

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

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

Field: Human Resources

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

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

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

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: Production

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 receivals, 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. Federal or State/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