



LMT00

Textiles, Clothing and Footwear Training Package

**Volume 5 of 19
Textile Fabrication**

Version Number: 3
Review Date: June 2009

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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:

LMT10306 Certificate I in Textile Fabrication

LMT20506 Certificate II in Textile Fabrication

LMT30406 Certificate III in Textile Fabrication

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'.

Textile Fabrication Units of Competency

PRODUCT DEVELOPMENT

LMTPDTF-01AA Translate information into measurements and/or diagrams – 1	1
LMTPDTF-01BA Translate information into measurements and/or diagrams – 2	5
LMTPDTF-02AA Measure, scale and undertake geometric construction – 1	9
LMTPDTF-02BA Measure, scale and undertake geometric construction – 2	13
LMTPDTF-03AA Produce patterns for two dimensional products	17
LMTPDTF-03BA Produce patterns for three dimensional products	21
LMTPDTF-04AA Identify customer requirements (on site)	25
LMTPDTF-04BA Identify customer requirements and gain customer acceptance	29
LMTPDTF-05A Estimate and cost job	33

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LMTPRGN-15A Coordinate work of team/section	40
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LMTPRTF-02BA Lay out and/or mark out – 1	58
LMTPRTF-02CA Lay out and/or mark out – 2	61
LMTPRTF-03AA Cut and shape – 1	64
LMTPRTF-03BA Cut and shape – 2	67
LMTPRTF-04AA Stitch by hand – 1	71
LMTPRTF-04BA Stitch by hand – 2	74
LMTPRTF-05AA Operate and maintain sewing machine – 1	77
LMTPRTF-05BA Operate and maintain sewing machine – 2	80
LMTPRTF-05CA Operate and maintain sewing machine – 3	84
LMTPRTF-06AA Weld plastic materials – 1	88
LMTPRTF-06BA Weld plastic materials – 2	91
LMTPRTF-06CA Weld plastic materials – 3	94
LMTPRTF-07AA Add reinforcements and attachments – 1	98
LMTPRTF-07BA Add reinforcements and attachments – 2	101
LMTPRTF-08AA Add accessories – 1	105
LMTPRTF-08BA Add accessories – 2	108
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LMTPRTF-09BA Use adhesives – 2	114

LMTPRTF-10AA Install products on and off site – 1	117
LMTPRTF-10BA Install products on and off site – 2	121
LMTPRTF-11AA Waterproof canvas products – 1	125
LMTPRTF-11BA Waterproof canvas products – 2	128
LMTPRTF-12AA Cut, bend and shape metals – 1	131
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LMTPDTF-01AA Translate information into measurements and/or diagrams – 1

Field: Product Development

This unit covers the skills required to translate information received orally and by other means on customer requirements into hard copy form for costing and production purposes.

ELEMENT	PERFORMANCE CRITERIA
1. Identify customer requirements from customer information	<ul style="list-style-type: none"> a. Customer information is reviewed to ensure all required data is available b. Organisational information required for processing of customer request is ascertained c. Additional information is sought from customer if needed
2. Identify components, products and services necessary to meet customer requirements	<ul style="list-style-type: none"> a. Concept of completed product or service is developed b. All dimensions and angles are checked for accuracy c. Required accessories, attachments and other components are determined d. Anchor points, types and sizes of openings are determined e. Provision is made for seams, joins and overlaps
3. Identify potential difficulties and hazards	<ul style="list-style-type: none"> a. Potential difficulties associated with manufacture of the product or provision of the service are identified b. Hazards associated with manufacture of the product or provision of the service are identified c. Environmental features, regulations, insurance requirements, legal requirements and other factors which may affect the product or service to be provided are identified
4. Develop sketches, diagrams and drawings which help define customer requirements	<ul style="list-style-type: none"> a. Freehand sketches or diagrams illustrating the customer's requirements are produced b. Dimensions and angles are accurately transferred on to the sketch or diagram c. Positions of attachments, openings, fittings or inserts are marked out accurately and clearly d. Positions of ropes, struts, retractors or supports are clearly shown e. Details of gussets, pockets, hips and other features are developed and incorporated in the sketches, diagrams or drawings f. Dimensional allowances for cutting, rolled edges, joins, and reinforcements are calculated and incorporated in the sketches, diagrams or drawings
5. Store and communicate information	<ul style="list-style-type: none"> a. Information, sketches, diagrams and drawings are stored in accordance with established enterprise practice b. Information, sketches, diagrams and drawings are passed on to personnel within the organisation responsible for further action

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve some planning and coordination of tasks and processes c. Work may include interaction with other enterprise personnel d. Work may include interaction with enterprise clients either individually or in collaboration with other personnel from the operator's enterprise e. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, and relevant health regulations f. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures involving a range of products, equipment and installation sites c. Products generally based on combinations of basic planar geometrical shapes (e.g. truck tarpaulin) d. Creation of sketches and drawings including measurements detailing items e. Interaction with customers, individuals delegated by the customer, and other personnel from the operator's workplace f. Use of relevant tools, equipment and resources, including measuring equipment, rules, squares, protractors, calculators, computers and software including computer applications involving geometric constructions and surface area calculations g. Completion of job and product records and other relevant documentation
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer information b. Manufacturers' product and equipment specifications c. Product change policies and procedures d. Enterprise work orders and instructions e. Industry codes and symbols f. Australian, international and enterprise quality standards and procedures g. Enterprise or external personnel h. Work scheduling documentation i. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the interpretation of information and preparation of sketches, diagrams and drawings b. Standard work practices including the use of measuring devices and other equipment for gathering information and preparing sketches, diagrams and drawings c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, and operator and customer enterprises h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of measuring tools (including laser devices) and other equipment a.2. interpret work orders a.3. interpret customer information a.4. interpret specifications and instructions for products and materials offered to customers a.5. prepare preliminary sketches, diagrams and drawings a.6. prepare final sketches, diagrams and drawings a.7. document and communicate work related information
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with one or more of the following: Unit LMTPDF-02AA, Unit LMTPDF-04AA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. a range of common products and services offered by the enterprise a.3. general operating principles of common products and equipment on offer a.4. common types of materials used in the industry and their applications a.5. limitations of canvas and other materials used a.6. common types of strengthening and fastenings a.7. measuring instruments and techniques a.8. basic mathematical processes a.9. basic plane geometry and plane geometrical shapes a.10. basic mathematical formulae (e.g. areas, volumes) a.11. basic engineering drawing principles and practices a.12. general principles of CAD a.13. safety and environmental requirements of relevant industry and enterprise procedures a.14. general industry housekeeping policies and procedures a.15. 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. conceptualise customer needs from customer information b.3. take accurate measurements b.4. interpret diagrams and drawings b.5. translate ideas into basic three dimensional sketches and drawings b.6. use CAD programs to produce drawings b.7. locate and interpret technical information about products, materials, equipment and operating procedures b.8. clarify customer instructions and provide feedback to customer b.9. apply relevant safety practices b.10. document information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the identification of customer requirements and preparation of sketches, diagrams and drawings b. Access is required to specifications of relevant products, equipment and materials, and information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all necessary measuring equipment, materials and facilities including computers and relevant application programs
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services

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| 6. Context for assessment | <ul style="list-style-type: none">a. Assessment may occur on the job or in an industry approved simulated environmentb. Competence should be demonstrated with a range of typical industry product and equipment applicationsc. Competency in this unit should be assessed in a holistic manner |
|---------------------------|---|

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

LMTPDF-01BA Translate information into measurements and/or diagrams – 2

Field: Product Development

This unit covers the skills required to translate information received orally and by other means on customer requirements into hard copy form for costing and production purposes.

ELEMENT	PERFORMANCE CRITERIA
1. Identify customer requirements from customer information	<ul style="list-style-type: none"> a. Customer information is reviewed to ensure all required data is available b. Organisational information required for processing of customer request is ascertained c. Additional information is sought from customer if needed
2. Identify components, products and services necessary to meet customer requirements	<ul style="list-style-type: none"> a. Concept of completed product or service is developed b. All dimensions and angles are checked for accuracy c. Required accessories, attachments and other components are determined d. Anchor points, types and sizes of openings are determined e. Provision is made for seams, joins and overlaps
3. Identify potential difficulties and hazards	<ul style="list-style-type: none"> a. Potential difficulties associated with manufacture of the product or provision of the service are identified b. Hazards associated with manufacture of the product or provision of the service are identified c. Environmental features, regulations, insurance requirements, legal requirements and other factors which may affect the product or service to be provided are identified
4. Develop sketches, diagrams and drawings which help define customer requirements	<ul style="list-style-type: none"> a. Freehand sketches or diagrams illustrating the customer's requirements are produced b. Dimensions and angles are accurately transferred on to the sketch or diagram c. Positions of attachments, openings, fittings or inserts are marked out accurately and clearly d. Positions of ropes, struts, retractors or supports are clearly shown e. Details of gussets, pockets, hips and other features are developed and incorporated in the sketches, diagrams or drawings f. Dimensional allowances for cutting, rolled edges, joins, and reinforcements are calculated and incorporated in the sketches, diagrams or drawings
5. Store and communicate information	<ul style="list-style-type: none"> a. Information, sketches, diagrams and drawings are stored in accordance with established enterprise practice b. Information, sketches, diagrams and drawings are passed on to personnel within the organisation responsible for further action

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require independence, discretion, judgement and acceptance of responsibility for overall work outcomes b. Work may involve planning and coordination of tasks and processes c. Work may include interaction with other enterprise personnel d. Work may include interaction with enterprise clients either individually or in collaboration with other personnel from the operator's enterprise e. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, and relevant health regulations f. Work is generally performed under minimal supervision
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures involving a range of products, equipment and installation sites c. Products based on combinations of complex three-dimensional geometrical shapes (e.g. sails) d. Creation of sketches and drawings including measurements detailing items e. Interaction with customers, individuals delegated by the customer, and other personnel from the operator's workplace f. Use of relevant tools, equipment and resources, including measuring equipment, rules, squares, protractors, calculators, computers and software including computer applications involving geometric constructions and surface area calculations g. Completion of job and product records and other relevant documentation
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer information b. Manufacturers' product and equipment specifications c. Product change policies and procedures d. Enterprise work orders and instructions e. Industry codes and symbols f. Australian, international and enterprise quality standards and procedures g. Enterprise or external personnel h. Work scheduling documentation i. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the interpretation of information and preparation of sketches, diagrams and drawings b. Standard work practices including the use of measuring devices and other equipment for gathering information and preparing sketches, diagrams and drawings c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, and operator and customer enterprises h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of measuring tools (including laser devices) and other equipment a.2. interpret work orders a.3. interpret customer information a.4. interpret specifications and instructions for products and materials offered to customers a.5. prepare preliminary sketches, diagrams and drawings a.6. prepare final sketches, diagrams and drawings a.7. document and communicate work related information
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with one or more of the following: Unit LMTPTDF-02BA, Unit LMTPTDF-04BA, Unit LMTPTDF-05A
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. full range of products and services offered by the enterprise a.3. specifications and operating principles of products and equipment on offer a.4. a wide range of materials used in the industry and their applications a.5. limitations of canvas and other materials used a.6. common and specialised types of strengthening and fastenings a.7. measuring instruments and techniques a.8. basic mathematical processes and formulae (e.g. areas, volumes) a.9. basic three dimensional geometry and three dimensional geometrical shapes a.10. engineering drawing principles and practices a.11. advanced principles of CAD a.12. safety and environmental requirements of relevant industry and enterprise procedures a.13. general industry housekeeping policies and procedures a.14. 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. conceptualise customer needs from customer information b.3. take accurate measurements b.4. interpret diagrams and drawings b.5. translate ideas into complex three dimensional sketches and drawings b.6. use CAD programs to produce drawings b.7. locate and interpret technical information about products, materials, equipment and operating procedures b.8. clarify customer instructions and provide feedback to customer b.9. apply relevant safety practices b.10. document information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the identification of customer requirements and preparation of sketches, diagrams and drawings b. Access is required to specifications of relevant products, equipment and materials, and information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all necessary measuring equipment, materials and facilities including computers and relevant application programs
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services

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| 6. Context for assessment | <ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a wide range of typical industry product and equipment applications c. Competency in this unit should be assessed in a holistic manner |
|---------------------------|--|

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	3	3	2

LMTPDF-02AA Measure, scale and undertake geometric construction – 1

Field: Product Development

This unit covers the skills required to develop accurate measurements and related information from customer drawings or actual objects or structures.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret information	<ul style="list-style-type: none"> a. Drawings, sketches or diagrams provided by customer are read and interpreted b. Established dimensions are read from supplied drawings c. Missing dimensions or other unknown aspects of the product are determined through consultation with customer d. Drawings or diagrams are scaled where necessary to obtain dimensions needed for production
2. Obtain relevant dimensions from physical objects	<ul style="list-style-type: none"> a. Physical dimensions are taken from buildings, architectural structures, vehicles, caravans, or marine craft, as appropriate and recorded b. Angles are calculated or otherwise determined and recorded for future reference c. Geometric shapes are identified or determined and relevant information recorded d. Safe working practices are applied during the gathering of measurements both on and off site
3. Record and communicate data	<ul style="list-style-type: none"> a. Data is recorded using established enterprise format and documentation b. Information is stored in accordance with established enterprise procedures c. Data and associated information are passed on to personnel responsible for further action within the organisation

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve some planning and coordination of tasks and processes c. Work may include interaction with other enterprise personnel d. Work may include interaction with enterprise clients either individually or in collaboration with other personnel from the operator's enterprise e. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, and relevant health regulations f. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces b. Measurements taken from buildings, architectural structures, vehicles, caravans or marine craft c. Work undertaken in accordance with established procedures involving a range of products, equipment and installation sites d. Products generally based on combinations of basic planar geometrical shapes (e.g. truck tarpaulin) e. Completion of job and product records and other relevant documentation f. Interaction with customers, individuals delegated by the customer, and other personnel from the operator's workplace g. Use of relevant tools, equipment and resources, including measuring equipment, rules, squares, protractors and calculators
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer information b. Manufacturers' product and equipment specifications c. Product change policies and procedures d. Enterprise work orders and instructions e. Industry codes and symbols f. Australian, international and enterprise quality standards and procedures g. Enterprise or external personnel h. Work scheduling documentation i. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to measuring, scaling and geometric construction b. Standard work practices including the use of measuring devices and other equipment for gathering information and scaling drawings c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, and operator and customer enterprises h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of measuring tools (including laser devices) and other equipment a.2. interpret work orders a.3. interpret customer information a.4. interpret specifications and instructions for products and materials offered to customers a.5. take and record physical dimensions a.6. obtain physical measurements by scaling diagrams and drawings a.7. document and communicate work related information
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPDF-01AA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. range of products and services offered by the enterprise a.3. operating principles of products and equipment on offer a.4. common types of materials used in the industry and their applications a.5. limitations of canvas and other common materials used in the industry a.6. shrinkage rates for common materials used in the industry a.7. common types of strengthening and fastenings a.8. measuring instruments and techniques a.9. basic mathematical processes and formulae (e.g. areas, volumes) a.10. basic plane geometry and plane geometrical shapes a.11. basic engineering drawing principles and practices a.12. general principles of CAD a.13. product construction processes commonly used in the industry a.14. safety and environmental requirements of relevant industry and enterprise procedures a.15. general industry housekeeping policies and procedures a.16. 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. conceptualise customer needs from customer information b.3. interpret basic diagrams and drawings b.4. take accurate measurements b.5. take measurements off existing drawings b.6. calculate surface areas b.7. accurately calculate lengths subtended by angles b.8. accurately calculate angles b.9. accurately scale drawings to obtain dimensions b.10. develop three dimensional shapes based on planar figures b.11. construct templates b.12. allow for material shrinkage b.13. make provision for rolled edges b.14. make provision for joins or seams b.15. establish positions of clear panels b.16. apply relevant safety practices b.17. document information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving measuring, scaling and geometric construction b. Access is required to specifications of relevant products, equipment and materials, and to information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all necessary measuring equipment, materials and facilities

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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated over a range of typical industry product and equipment applications c. Competency in this unit should be assessed in a holistic manner

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

LMTPTDF-02BA Measure, scale and undertake geometric construction – 2

Field: Product Development

This unit covers the skills required to develop accurate measurements and related information from customer drawings or actual objects or structures.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret information	<ul style="list-style-type: none"> a. Drawings, sketches or diagrams provided by customer are read and interpreted b. Established dimensions are read from supplied drawings c. Missing dimensions or other unknown aspects of the product are determined through consultation with customer d. Drawings or diagrams are scaled where necessary to obtain dimensions needed for production
2. Obtain relevant dimensions from physical objects	<ul style="list-style-type: none"> a. Physical dimensions are taken from buildings, architectural structures, vehicles, caravans, or marine craft, as appropriate and recorded b. Angles are calculated or otherwise determined and recorded for future reference c. Geometric shapes are identified or determined and relevant information recorded d. Safe working practices are applied during the gathering of measurements both on and off site
3. Record and communicate data	<ul style="list-style-type: none"> a. Data is recorded using established enterprise format and documentation b. Information is stored in accordance with established enterprise procedures c. Data and associated information are passed on to personnel responsible for further action within the organisation

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require independence, discretion, judgement and acceptance of responsibility for overall work outcomes b. Work may involve planning and coordination of tasks and processes c. Work may include interaction with other enterprise personnel d. Work may include interaction with enterprise clients either individually or in collaboration with other personnel from the operator's enterprise e. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, and relevant health regulations f. Work is generally performed under minimal supervision
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 indoor workplaces a.2. operational outdoor workplaces b. Measurements taken from buildings, architectural structures, vehicles, caravans or marine craft c. Work undertaken in accordance with established procedures involving a range of products, equipment and installation sites d. Products based on combinations of complex three-dimensional geometrical shapes (e.g. sails) e. Completion of job and product records and other relevant documentation f. Interaction with customers, individuals delegated by the customer, and other personnel from the operator's workplace g. Use of relevant tools, equipment and resources, including measuring equipment, rules, squares, protractors and calculators
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer information b. Manufacturers' product and equipment specifications c. Product change policies and procedures d. Enterprise work orders and instructions e. Industry codes and symbols f. Australian, international and enterprise quality standards and procedures g. Enterprise or external personnel h. Work scheduling documentation i. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to measuring, scaling and geometric construction b. Standard work practices including the use of measuring devices and other equipment for gathering information and scaling drawings c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, and operator and customer enterprises h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of measuring tools (including laser devices) and other equipment a.2. interpret work orders a.3. interpret customer information a.4. interpret specifications and instructions for products and materials offered to customers a.5. take and record physical dimensions a.6. obtain physical measurements by scaling diagrams and drawings a.7. document and communicate work related information
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPDF-01BA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. a range of common products and services offered by the enterprise a.3. general operating principles of common products and equipment on offer a.4. a wide range of materials used in the industry and their applications a.5. limitations of canvas and a wide range of other materials used in the industry a.6. shrinkage rates for materials a wide range of other materials used in the industry a.7. common and specialised types of strengthening and fastenings a.8. measuring instruments and techniques a.9. basic mathematical processes and formulae (e.g. areas, volumes) a.10. basic three dimensional geometry and three dimensional geometrical shapes a.11. engineering drawing principles and practices a.12. advanced principles of CAD a.13. a wide range of product construction processes used in the industry a.14. safety and environmental requirements of relevant industry and enterprise procedures a.15. general industry housekeeping policies and procedures a.16. 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. conceptualise customer needs from customer information b.3. interpret complex diagrams and drawings b.4. take accurate measurements b.5. take measurements off existing drawings b.6. calculate surface areas b.7. accurately calculate lengths subtended by angles b.8. accurately calculate angles b.9. accurately scale drawings to obtain dimensions b.10. develop complex shapes incorporating three dimensional component figures b.11. construct templates b.12. allow for material shrinkage b.13. make provision for rolled edges b.14. make provision for joins or seams b.15. establish positions of clear panels b.16. apply relevant safety practices b.17. document information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving measuring, scaling and geometric construction b. Access is required to specifications of relevant products, equipment and materials, and to information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all necessary measuring equipment, materials and facilities

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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated over a wide range of industry product and equipment applications c. Competency in this unit should be assessed in a holistic manner

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	3	2

LMTPDF-03AA Produce patterns for two dimensional products

Field: Product Development

This unit covers the skills required to use a computer to develop two dimensional patterns for the production of complex shapes in sails and canvas products, and to perform work related calculations.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret information	<ul style="list-style-type: none"> a. Preliminary drawings, sketches or diagrams provided by customer or developed by enterprise are read and interpreted b. Missing dimensions or other unknown features of the proposed product are determined through consultation with customer or enterprise personnel
2. Access software	<ul style="list-style-type: none"> a. Computer is switched on b. Appropriate applications are identified and opened c. Required information is keyed in or transferred from other sources to initiate design or production processes
3. Develop drawings	<ul style="list-style-type: none"> a. Drawings such as two dimensional drawings, based on customer information, are constructed using appropriate software applications
4. Mark out and/or cut out shapes	<ul style="list-style-type: none"> a. Shapes such as two dimensional component shapes, based on customer or enterprise information, are marked out and/or cut out using a plotting table and appropriate software applications b. Finished work is checked for accuracy and conformance with specifications
5. Perform calculations	<ul style="list-style-type: none"> a. Spreadsheets or other appropriate software applications are used to perform simple materials calculations, financial tasks and costing b. Spreadsheets are developed and applied
6. Save, document and communicate data	<ul style="list-style-type: none"> a. Data, drawings and other outputs are saved electronically and in hard copy form using established enterprise file and documentation formats b. Other work related information is stored in accordance with established enterprise procedures c. Data and associated information are passed on to personnel responsible for further action within the organisation
7. Shut down computer and associated equipment	<ul style="list-style-type: none"> a. Software applications are properly exited b. Computer is properly shut down and switched off

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Discretion, initiative and judgment must be demonstrated on the job in own work either individually or in a team environment b. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation and relevant health regulations c. All elements of this unit are performed under general guidance and subject to review by supervisors
2. Worksite environment and practices may include	<ul style="list-style-type: none"> a. Work conducted in operational indoor workplaces b. Use of computers, plotters and associated software applications including spreadsheets and CAD c. Use of keyboard skills d. Work undertaken in accordance with established procedures involving a range of canvas and sail products e. Drawings are two dimension involving relatively simple shapers f. Completion of job and product records and other relevant documentation g. Electronic storage of information h. Interaction with customers, individuals delegated by the customer, and other personnel from the operator's workplace i. Use of relevant tools, equipment and resources
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer information b. Manufacturers' product and equipment specifications c. Computer and software operating manuals d. Product change policies and procedures e. Enterprise work orders and instructions f. Industry codes and symbols g. Australian, international and enterprise quality standards and procedures h. Enterprise or external personnel i. Work scheduling documentation j. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the computerised development of two and three dimensional drawings, computerised cutting of shapes using a plotting table, calculation of material requirements and costing b. Standard work practices including the use of desk top and/or lap top computers, spreadsheets and two and three dimensional drawing programs c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, and operator and customer enterprises h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. operate a plotter to construct two dimensional drawings, mark out templates or cut shapes in material a.2. operate a desk top and/or lap top computer and relevant software a.3. comply with all relevant safety requirements including safe use of plotting tables for cutting out materials a.4. interpret work orders a.5. interpret customer information a.6. interpret specifications for components that are to form part of finished products a.7. document and communicate work related information
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. range of products and services offered by the enterprise a.3. product construction processes a.4. computer hardware a.5. software packages used in the enterprise a.6. computer/plotter interfaces a.7. basic keyboard skills a.8. basic mathematical processes and formulae (e.g. areas, volumes) a.9. basic geometry and geometrical shapes a.10. basic engineering drawing principles and practices a.11. safety and environmental requirements of relevant industry and enterprise procedures a.12. general industry housekeeping policies and procedures a.13. 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. identify computer hardware components b.3. interface with computer hardware b.4. load relevant software b.5. use relevant software b.6. set and input relevant data b.7. save and retrieve data b.8. set up plotting equipment b.9. mark out templates using plotting equipment b.10. interpret diagrams and drawings b.11. develop complicated shapes b.12. construct templates b.13. allow for material shrinkage b.14. make provision for rolled edges b.15. make provision for joins or seams b.16. apply relevant safety practices b.17. document information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the use of computers and plotters for development of two dimensional patterns, cutting of relatively non-complex shapes, and performance of costing and other calculations b. Access is required to specifications of relevant products, equipment and materials, operating manuals or procedures for computers and software, and information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities and equipment including, computers, plotters and materials

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. describing procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers and products
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated across a range of typical industry product and equipment applications c. Competency in this unit should be assessed in a holistic manner

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

LMTPDF-03BA Produce patterns for three dimensional products

Field: Product Development

This unit covers the skills required to use a computer to develop both two and three dimensional patterns for the production of complex shapes in sails and canvas products, and to perform work related calculations.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret information	<ul style="list-style-type: none"> a. Preliminary drawings, sketches or diagrams provided by customer or developed by enterprise are read and interpreted b. Missing dimensions or other unknown features of the proposed product are determined through consultation with customer or enterprise personnel
2. Access software	<ul style="list-style-type: none"> a. Computer is switched on b. Appropriate applications are identified and opened c. Required information is keyed in or transferred from other sources to initiate design or production processes
3. Develop drawings	<ul style="list-style-type: none"> a. Drawings based on customer information, are constructed using appropriate software applications
4. Mark out and/or cut out shapes	<ul style="list-style-type: none"> a. Shapes based on customer or enterprise information, are marked out and/or cut out using a plotting table and appropriate software applications b. Finished work is checked for accuracy and conformance with specifications
5. Perform calculations	<ul style="list-style-type: none"> a. Spreadsheets or other appropriate software applications are used to perform complex materials calculations, financial tasks and costing b. Spreadsheets are developed and applied
6. Save, document and communicate data	<ul style="list-style-type: none"> a. Data, drawings and other outputs are saved electronically and in hard copy form using established enterprise file and documentation formats b. Other work related information is stored in accordance with established enterprise procedures c. Data and associated information are passed on to personnel responsible for further action within the organisation
7. Shut down computer	<ul style="list-style-type: none"> a. Software applications are properly exited b. Computer is properly shut down and switched off

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Competence must be demonstrated working largely independently and being accountable for own results including carrying out assigned tasks, coordinating processes and setting and working to deadlines b. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation and relevant health regulations c. All elements of this unit are performed under limited supervision and guidance
2. Worksite environment and practices may include	<ul style="list-style-type: none"> a. Work conducted in operational indoor workplaces b. Use of computers, plotters and associated software applications including spreadsheets and CAD c. Drawings include both two dimensional and three dimensional complex shapes d. Use of keyboard skills e. Work undertaken in accordance with established procedures involving a range of canvas and sail products f. Completion of job and product records and other relevant documentation g. Electronic storage of information h. Interaction with customers, individuals delegated by the customer, and other personnel from the operator's workplace i. Use of relevant tools, equipment and resources
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer information b. Manufacturers' product and equipment specifications c. Computer and software operating manuals d. Product change policies and procedures e. Enterprise work orders and instructions f. Industry codes and symbols g. Australian, international and enterprise quality standards and procedures h. Enterprise or external personnel i. Work scheduling documentation j. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the computerised development of two and three dimensional drawings, computerised cutting of shapes using a plotting table, calculation of material requirements and costing b. Standard work practices including the use of desk top and/or lap top computers, spreadsheets and two and three dimensional drawing programs c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, and operator and customer enterprises h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. operate a plotter to construct two dimensional or three dimensional drawings, mark out templates or cut complex shapes in material a.2. operate a desk top and/or lap top computer and relevant software a.3. comply with all relevant safety requirements including safe use of plotting tables for cutting out materials a.4. interpret work orders a.5. interpret customer information a.6. interpret specifications for components that are to form part of finished products a.7. document and communicate work related information
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. range of products and services offered by the enterprise a.3. product construction processes a.4. computer hardware a.5. software packages used in the enterprise a.6. computer/plotter interfaces a.7. basic keyboard skills a.8. basic mathematical processes and formulae (e.g. areas, volumes) a.9. basic geometry and geometrical shapes a.10. basic engineering drawing principles and practices a.11. safety and environmental requirements of relevant industry and enterprise procedures a.12. general industry housekeeping policies and procedures a.13. 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. identify computer hardware components b.3. interface with computer hardware b.4. load relevant software b.5. use relevant software b.6. set and input relevant data b.7. save and retrieve data b.8. set up plotting equipment b.9. mark out templates using plotting equipment b.10. interpret diagrams and drawings b.11. develop complicated shapes b.12. construct templates b.13. allow for material shrinkage b.14. make provision for rolled edges b.15. make provision for joins or seams b.16. apply relevant safety practices b.17. document information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the use of computers and plotters for development of two dimensional and three dimensional patterns, cutting of complex shapes, and performance of costing and other calculations b. Access is required to specifications of relevant products, equipment and materials, operating manuals or procedures for computers and software, and information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities and equipment including, computers, plotters and materials

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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers and products
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated across a range of typical industry product and equipment applications c. Competency in this unit should be assessed in a holistic manner

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

LMTPDF-04AA Identify customer requirements (on site)

Field: Product Development

This unit covers the skills required to establish and document customer requirements on site with the customer.

ELEMENT	PERFORMANCE CRITERIA
1. Approach customer and initiate process	<ul style="list-style-type: none"> a. Operator makes personal contact with customer and introduces self b. Operator provides personal identification and confirms purpose of visit c. Process for ascertaining customer's needs is explained d. Permission is obtained to inspect location, take measurements and gather relevant information
2. Obtain detailed information from customer	<ul style="list-style-type: none"> a. Customer needs are ascertained by gathering and documenting detailed information from customer b. Preliminary product information and options are presented and discussed with customer
3. Inspect location in which products are to be installed, record details, advise of departure	<ul style="list-style-type: none"> a. Ladders or steps are used in accordance with OH&S requirements where necessary: b. Ladders, steps or bosun's chair are appropriately selected to enable inspection of site and taking of measurements c. Ladder or other device is secured and adequately supported d. Appropriate barriers and signs are erected when operator is overhead e. Assistance is used as necessary when working above ground or deck f. Safe anchor points for products or other relevant architectural or marine structural equipment are identified g. Measurements are taken and special features likely to affect installation of products or their performance in service are noted h. Results of inspection are recorded i. Items shifted or removed during the information gathering process are replaced j. Customer equipment used in the inspection process is returned k. Customer is notified when operator is leaving the site

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Discretion, initiative and judgement must be demonstrated on the job in own work either individually or in a team environment b. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation and relevant health regulations c. All elements of this unit are performed under the general guidance and review of a supervisor
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 indoor workplaces a.2. operational outdoor workplaces a.3. restricted or confined spaces a.4. hazardous or exposed conditions b. Work undertaken in accordance with established procedures involving a range of products, equipment and installation sites c. Completion of job and product records and other relevant documentation d. Interaction with customers, individuals delegated by the customer, and other personnel from the operator's workplace e. Use of relevant tools, equipment and resources, including: <ul style="list-style-type: none"> e.1. measuring equipment e.2. product sales literature
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer information b. Manufacturers' product and equipment specifications and instructions regarding product and equipment use c. Product change policies and procedures d. Enterprise promotional material e. Enterprise work orders and instructions f. Industry codes and symbols g. Australian, international and enterprise quality standards and procedures h. Enterprise or external personnel i. Work scheduling documentation j. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the preparation of quotations b. Standard work practices including the use of ladders, steps, measuring devices and other equipment for gathering information c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, and operator and customer enterprises h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. interpret work orders a.2. interpret specifications and instructions for products and materials offered to customers a.3. prepare product and equipment orders a.4. prepare installation procedures a.5. arrange and adapt to work area to enable inspection to be conducted safely and efficiently a.6. document and communicate work related information including product information, customer requirements, installation and operating procedures, costing, and special conditions a.7. comply with all relevant safety requirements including safe use of ladders, steps, measuring tools (including laser devices) and other equipment
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPDF-01BA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. hazards associated with working at heights a.3. range of products and services offered by the enterprise a.4. operating principles of products and equipment on offer a.5. types of materials and their applications a.6. limitations of canvas and other materials used a.7. types of strengthening and fastenings a.8. service life of different materials a.9. measuring instruments and techniques a.10. basic mathematical processes a.11. basic mathematical formulae (e.g. areas, volumes) a.12. labour rates and approximate costs of products and materials a.13. power sources such as single phase, three phase and weather protected outlets a.14. safety and environmental requirements of relevant industry and enterprise procedures a.15. general industry housekeeping policies and procedures a.16. 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. locate and interpret technical information about products, materials, equipment and operating procedures b.3. greet customer in an appropriate manner b.4. demonstrate product knowledge b.5. identify and confirm customer needs b.6. ask appropriate questions b.7. clarify areas of ambiguity b.8. provide feedback to customer b.9. estimate costs b.10. apply relevant safety practices b.11. document information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the identification of customer requirements and preparation of work proposals b. Access is required to specifications of relevant products, equipment and materials, and information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services

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| 6. Context for assessment | <ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry product and equipment applications c. Competency in this unit should be assessed in a holistic manner |
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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

LMTPTDF-04BA Identify customer requirements and gain customer acceptance

Field: Product Development

This unit covers the skills required to establish and document customer requirements on site with the customer and obtain agreement for work to proceed.

ELEMENT	PERFORMANCE CRITERIA
1. Approach customer and initiate process	<ul style="list-style-type: none"> a. Operator makes personal contact with customer and introduces self b. Operator provides personal identification and confirms purpose of visit c. Process for ascertaining customer's needs is explained d. Permission is obtained to inspect location, take measurements and gather relevant information
2. Obtain detailed information from customer	<ul style="list-style-type: none"> a. Customer needs are ascertained by gathering and documenting detailed information from customer b. Preliminary product information and options are presented and discussed with customer
3. Inspect location in which products are to be installed and record details	<ul style="list-style-type: none"> a. Ladders or steps are used in accordance with OH&S requirements where necessary: <ul style="list-style-type: none"> a.1. ladders, steps or bosun's chair are appropriately selected to enable inspection of site and taking of measurements a.2. ladder or other device is secured and adequately supported a.3. appropriate barriers and signs are erected when operator is overhead a.4. assistance is used as necessary when working above ground or deck b. Safe anchor points for products or other relevant architectural or marine structural equipment are identified c. Measurements are taken and special features likely to affect installation of products or their performance in service are noted d. Results of inspection are recorded e. Items shifted or removed during the information gathering process are replaced f. Customer equipment used in the inspection process is returned
4. Provide detailed information to customer and develop proposal	<ul style="list-style-type: none"> a. Customer is provided with detailed information regarding products, processes, and alternative solutions which could satisfy customer requirements including: <ul style="list-style-type: none"> a.1. types of materials a.2. alternative products and equipment a.3. alternative operating principles and mechanisms b. Proposal of work to be performed is drawn up in consultation with customer detailing: <ul style="list-style-type: none"> b.1. products, materials and operating mechanisms to be installed b.2. installation procedure to be followed b.3. delivery and installation dates
5. Seek customer acceptance, provide copy of proposal	<ul style="list-style-type: none"> a. Customer address and contact details are confirmed b. Customer agreement to proposal is obtained, if possible c. If proposal is agreed to, customer signature is obtained d. Duplicate of proposal or information gathered from customer is provided to customer for future reference
6. Arrange payment, advise of departure	<ul style="list-style-type: none"> a. Where applicable, deposit or other payment is obtained from customer or payment is arranged in accordance with enterprise procedures b. Customer receipt is provided, noting form of payment c. Customer is notified when operator is leaving the site

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Interaction with customer is usually performed individually but may involve collaborative approach with other personnel from the operator's enterprise b. Work may involve referral of matters to other enterprise personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation and relevant health regulations d. All elements of this unit are performed under limited supervision and guidance
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 indoor workplaces a.2. operational outdoor workplaces a.3. restricted or confined spaces a.4. hazardous or exposed conditions b. Work undertaken in accordance with established procedures involving a range of products, equipment and installation sites c. Completion of job and product records and other relevant documentation d. Interaction with customers, individuals delegated by the customer, and other personnel from the operator's workplace e. Use of relevant tools, equipment and resources, including: <ul style="list-style-type: none"> e.1. measuring equipment e.2. product sales literature e.3. product samples
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer information b. Manufacturers' product and equipment specifications, instructions regarding product and equipment use c. Product change policies and procedures d. Enterprise promotional material e. Enterprise work orders and instructions f. Industry codes and symbols g. Australian, international and enterprise quality standards and procedures h. Enterprise or external personnel i. Work scheduling documentation j. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the provision of information and preparation of quotations b. Standard work practices including the use of ladders, steps, measuring devices and other equipment for gathering information c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, and operator and customer enterprises h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

<p>1. Critical aspects of evidence to be considered</p>	<p>a. Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> a.1. comply with all relevant safety requirements including safe use of ladders, steps, measuring tools (including laser devices) and other equipment. (Demonstrate where practicable and/or describe) a.2. interpret work orders (Demonstrate where practicable and/or describe) a.3. provide detailed product information to customer (Demonstrate where practicable and/or describe) a.4. interpret specifications and instructions for products and materials offered to customers (Demonstrate with supplementary comments) a.5. prepare product and equipment orders (Demonstrate with supplementary comments) a.6. prepare installation procedures (Demonstrate with supplementary comments) a.7. arrange and accept payment from customer (Demonstrate where practicable and/or describe) a.8. arrange and adapt to work area to enable inspection to be conducted safely and efficiently (Demonstrate where practicable and/or describe) a.9. document and communicate work related information including product information, customer requirements, installation and operating procedures, costing, and special conditions (Demonstrate where practicable and/or describe)
<p>2. Interdependent assessment of units</p>	<p>a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit 3 and/or Unit 18</p>
<p>3. Required knowledge and skills</p>	<p>a. Underpinning knowledge of:</p> <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. hazards associated with working at heights a.3. range of products and services offered by the enterprise a.4. operating principles of products and equipment on offer a.5. types of materials and their applications a.6. limitations of canvas and other materials used a.7. types of strengthening and fastenings a.8. service life of different materials a.9. measuring instruments and techniques a.10. basic mathematical processes a.11. basic mathematical formulas (e.g. areas, volumes) a.12. labour rates and approximate costs of products and materials a.13. power sources such as single phase, three phase and weather protected outlets a.14. safety and environmental requirements of relevant industry and enterprise procedures a.15. general industry housekeeping policies and procedures a.16. recording and reporting procedures <p>b. Underpinning skills to:</p> <ul style="list-style-type: none"> b.1. interpret and apply work instructions and established procedures b.2. locate and interpret technical information about products, materials, equipment and operating procedures b.3. greet customer in an appropriate manner b.4. demonstrate product knowledge b.5. identify and confirm customer needs b.6. ask appropriate questions b.7. clarify areas of ambiguity b.8. provide feedback to customer b.9. estimate costs b.10. apply relevant safety practices b.11. document information
<p>4. Resource implications</p>	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the identification of customer requirements and preparation of work proposals b. Access is required to specifications of relevant products, equipment and materials, and information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment

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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry product and equipment applications c. Competency in this unit should be assessed in a holistic manner

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

LMTPDTF-05A Estimate and cost job

Field: Product Development

This unit covers the skills required to estimate materials, labour and time requirements and establish costs for provision of services or products.

ELEMENT	PERFORMANCE CRITERIA
1. Gather information	<ul style="list-style-type: none"> a. Details of customer requirements are obtained through discussion with customer or from information supplied b. Details of products and/or services to be provided are developed c. Materials delivery point and methods of transportation are determined where necessary d. Details are recorded in accordance with enterprise practice
2. Estimate materials, time and labour	<ul style="list-style-type: none"> a. Types and quantities of materials required for product manufacture are estimated b. Labour requirements to achieve product manufacture and perform required services are estimated c. Time requirements to achieve product manufacture and perform required services are estimated d. Contingency requirements are identified and provision is made for them in the estimates
3. Calculate costs	<ul style="list-style-type: none"> a. Total materials costs are calculated b. Total labour costs are calculated c. Transport and associated costs are calculated d. Testing costs are calculated e. Total job cost is calculated f. Overhead and mark-up percentages are calculated and incorporated g. Final cost to customer is calculated
4. Document details and verify where necessary	<ul style="list-style-type: none"> a. Details of costs and charges are documented in accordance with enterprise practice b. Costs, calculations or other details are verified by other enterprise personnel where necessary c. Customer quotation is prepared d. Details are documented for future reference in accordance with enterprise practice

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 carrying out assigned tasks, coordinating processes, and setting and working to deadlines b. Interaction with customer is usually performed individually but may involve collaborative approach with other personnel from the operator's enterprise c. Work may involve referral of matters to other enterprise personnel d. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation 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 indoor workplaces a.2. operational outdoor workplaces a.3. restricted or confined spaces a.4. hazardous or exposed conditions b. Work undertaken in accordance with established procedures involving a range of products, equipment and installation sites c. Completion of job and product records and other relevant documentation d. Interaction with customers, individuals delegated by the customer, and other personnel from the operator's workplace e. Use of relevant tools, equipment and resources, including: <ul style="list-style-type: none"> e.1. measuring equipment e.2. product sales literature e.3. product samples
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' product and equipment specifications, instructions regarding product and equipment use b. Product change policies and procedures c. Enterprise promotional material d. Enterprise work orders and instructions e. Industry codes and symbols f. Australian, international and enterprise quality standards and procedures g. Enterprise or external personnel h. Work scheduling documentation i. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the provision of information and preparation of quotations b. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures c. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes d. Use of calculators and/or computers running appropriate software for estimating and calculating necessary details e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary f. Observance of procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, operator enterprise and customer g. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> g.1. workplace agreements and awards g.2. Federal or State/Territory legislation
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. interpret work orders a.2. interpret specifications and instructions for products and materials to be used a.3. estimate quantities of material required a.4. determine the types and amount of labour required to complete the work a.5. estimate time required to complete the work a.6. document and communicate work related information including customer requirements, products, materials and labour required, costing calculations for products, materials and labour, and special conditions a.7. use of calculators, computer programs and other aids in the estimation and cost calculation processes a.8. comply with all relevant safety requirements, including taking account of such requirements in the estimating process
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. range of products and services offered by the enterprise a.3. operating principles of products and equipment on offer a.4. enterprise costing procedures a.5. components of overheads costs a.6. components of direct labour costs a.7. work flow and manufacturing processes a.8. basic mathematical processes a.9. basic mathematical formulas (e.g. areas, volumes) a.10. labour rates and approximate costs of products and materials a.11. safety and environmental requirements of relevant industry and enterprise procedures a.12. general industry housekeeping policies and procedures a.13. 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. locate and interpret technical information about products, materials, equipment and operating procedures b.3. identify customer requirements b.4. calculate amounts and sizes of materials b.5. apply hourly rates for labour and overheads b.6. estimate production times b.7. calculate total costs of products or services b.8. ascertain or estimate delivery/availability timelines
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving estimation and costing of products and services b. Access is required to specifications and costs of relevant products, equipment and materials and information on labour costs and availability, safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities and associated equipment including calculators, computers and relevant software
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. describing procedures and consequences a.3. completing tasks a.4. identifying problems a.5. applying and taking into account safety precautions relevant to the task b. Takes relevant enterprise procedures into account when developing estimates and costing, including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. standard job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services

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| 6. Context for assessment | <ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry product and equipment applications c. Competency in this unit should be assessed in a holistic manner |
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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	2

LMTPRGN-12A Control production

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Identify requirements for efficient production	<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: <ul style="list-style-type: none"> a.1. organise work tasks, work processes and staff a.2. meet work processes efficiency standards a.3. advise appropriate ways of correcting non-compliance and inefficiencies a.4. apply techniques to monitor work a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
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: <ul style="list-style-type: none"> a.1. production and work flow system in the section/team a.2. factors/constraints that impact on effective work flow a.3. effective work methods to achieve production objectives and timelines a.4. methods for monitoring and coordinating the use of resources a.5. quality assurance standards and procedures a.6. relevant OH&S legislation, codes of practice, policies and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. prioritise resources (machines, staff, materials and production processes) b.2. clarify and communicate tasks, roles and responsibilities b.3. allocate work to team/section members b.4. identify and report problems with workflow b.5. maintain and update monitoring procedures b.6. analyse and record results in accordance with enterprise procedures b.7. carry out work in accordance with OH&S policies and procedures
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: <ul style="list-style-type: none"> a.1. coordinating work processes and resources a.2. interpreting work specifications a.3. describing consequences a.4. completing tasks a.5. identifying improvements a.6. applying safety precautions relevant to the task a.7. assessing operational capacity of equipment/machines used in production processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	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	a. Work requirements are confirmed with relevant personnel b. Work requirements are interpreted in accordance with workplace procedures
2. Develop personal work plan	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	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	a. Specified resources are identified and accessed in accordance with workplan
5. Coordinate work	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	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	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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. This unit may be assessed in conjunction with the other appropriate TCF sector production units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant 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	<ul style="list-style-type: none"> 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	<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. 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	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPRTF-01AA Identify and handle materials

Field: Production

This unit covers the skills required to identify and handle materials used in the manufacture of canvas or sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Identify materials	<ul style="list-style-type: none">a. Materials are identified by stock labels and product codesb. Stock labels or tags are checked against product codes and manufacturer's specifications to confirm correct identification
2. Handle and store materials	<ul style="list-style-type: none">a. Appropriate safety procedures and work practices are followed when examining stock in racks or shelvesb. Safe working practices are followed when handling or moving stockc. Appropriate lifting equipment is used to lift heavy or awkward loadsd. Appropriate posture and lifting techniques are used for manual handling of materialse. Assistance in handling materials is sought when necessaryf. Incoming materials are checked for correct product codes and lengthsg. Materials are stored in accordance with enterprise standard practices and manufacturer's recommendations

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Competence must be demonstrated in working to defined procedures/methods either individually or in a team environment b. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations c. Work is generally performed under direct supervision
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures on a range of products c. Identification of materials by means of stock numbers, order numbers and product codes d. Exposure to chemicals and hazardous substances e. Completion of job and stock records f. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer requirements b. Manufacturers' swatch books and codes c. Enterprise work orders and instructions d. Industry codes and symbols e. Australian and enterprise quality standards and procedures f. Product change policies and procedures g. Enterprise or external personnel h. Work scheduling documentation
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the identification and handling of materials and checking of stock availability b. Standard work practices including safe handling and storage of materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe handling and storage of materials a.2. interpret work orders a.3. interpret materials specifications and instructions for storage, handling and use a.4. correctly identify a range of materials used in the industry a.5. correctly handle a range of materials used in the industry a.6. perform normal operator maintenance of work area to enable identification and storage of materials to be undertaken safely and efficiently a.7. document and communicate work related information including reporting of shortages, stock irregularities and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. general characteristics of materials used in the canvas and sail industry a.3. general industry applications of various materials a.4. materials labelling principles and practices including 'care' labelling a.5. standard industry practices for storage and handling of materials a.6. relevant materials quality standards a.7. safety and environmental requirements of relevant industry and enterprise procedures a.8. general housekeeping policies and procedures a.9. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. apply work instructions and established procedures b.2. locate technical information about materials used in the canvas and sail industry b.3. identify materials by stock numbers, order numbers and product codes b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 identification and handling of materials used in the canvas and sail industries b. Access is required to information on specifications and descriptions of materials used in the canvas and sail industries, as well as relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all facilities necessary for identification and handling of materials
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 problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of materials used in the canvas and sail industries
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated on a range of typical canvas and sail industry materials c. Competency in this unit should be assessed in a holistic manner

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	1	1	2	1

LMTPTF-01BA Identify and select materials – 1

Field: Production

This unit covers the skills required to identify and select appropriate materials for use in the manufacture of canvas or sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Identify materials	<ul style="list-style-type: none"> a. Materials are identified by appearance, texture, density, stock labels and product codes b. Stock labels or tags are checked against product codes and manufacturer's specifications to confirm correct identification
2. Select materials	<ul style="list-style-type: none"> a. Materials are selected in accordance with job specifications, fitness for purpose and work order instructions b. Materials stocks are checked to ensure availability of sufficient quantities of materials to meet job requirements c. Materials are checked to ensure conformance to specifications, descriptions and relevant quality standards
3. Handle and store materials	<ul style="list-style-type: none"> a. Appropriate safety procedures and work practices are followed when examining stock in racks or shelves b. Safe working practices are followed when handling or moving stock c. Appropriate lifting equipment is used to lift heavy or awkward loads d. Appropriate posture and lifting techniques are used for manual handling of materials e. Assistance in handling materials is sought when necessary f. Materials are stored in accordance with enterprise standard practices and manufacturer's recommendations

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures on a range of products c. Identification and selection of appropriate materials to satisfy job requirements from a range of materials available d. Exposure to chemicals and hazardous substances e. Completion of job and stock records and other relevant documentation f. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer requirements b. Manufacturers' swatch books, codes, specifications and instructions regarding types and applications of materials c. Enterprise work orders and instructions d. Industry codes and symbols e. Australian and enterprise quality standards and procedures f. Product change policies and procedures g. Enterprise or external personnel h. Work scheduling documentation
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the identification, selection and handling of materials and checking of stock availability b. Standard work practices including safe handling and storage of materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe handling and storage of materials a.2. interpret work orders a.3. interpret materials specifications and instructions for storage, handling and use a.4. correctly identify a range of materials used in the industry a.5. correctly handle a range of materials used in the industry a.6. select appropriate materials to meet specified job requirements a.7. perform normal operator maintenance of work area to enable identification selection and storage of materials to be undertaken safely and efficiently a.8. document and communicate work related information including reporting of shortages, stock irregularities and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. product construction principles and methods a.3. characteristics of a wide range of materials used in the canvas and sail industry a.4. industry applications of various materials a.5. relative advantages and disadvantages of various materials for particular applications a.6. joining characteristics of various materials a.7. materials labelling principles and practices including 'care' labelling a.8. standard industry practices for storage and handling of materials a.9. relevant materials quality standards a.10. safety and environmental requirements of relevant industry and enterprise procedures a.11. general housekeeping policies and procedures a.12. 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. locate and interpret technical information about materials used in the canvas and sail industry b.3. identify materials by appearance, texture, density and other relevant characteristics b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 identification, selection and handling of materials used in the canvas and sail industries b. Access is required to information on specifications and descriptions of materials used in the canvas and sail industries, as well as relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all facilities necessary for identification, selection and handling of materials
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. describing procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of materials used in the canvas and sail industries
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated on a range of typical canvas and sail industry materials c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-01CA Identify and select materials – 2

Field: Production

This unit covers the skills required to identify and select appropriate materials for use in the manufacture of canvas or sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Identify materials	<ul style="list-style-type: none"> a. Materials are identified by appearance, texture, density, stock labels and product codes b. Stock labels or tags are checked against product codes and manufacturer's specifications to confirm correct identification
2. Select materials	<ul style="list-style-type: none"> a. Materials are selected in accordance with job specifications, fitness for purpose, work order instructions and analysis of options b. Materials stocks are checked to ensure availability of sufficient quantities of materials to meet job requirements c. Materials are checked to ensure conformance to specifications, descriptions and relevant quality standards
3. Handle and store materials	<ul style="list-style-type: none"> a. Appropriate safety procedures and work practices are followed when examining stock in racks or shelves b. Safe working practices are followed when handling or moving stock c. Appropriate lifting equipment is used to lift heavy or awkward loads d. Appropriate posture and lifting techniques are used for manual handling of materials e. Assistance in handling materials is sought when necessary f. Materials are stored in accordance with enterprise standard practices and manufacturer's recommendations

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require independence, discretion, judgement and acceptance of responsibility for overall work outcomes b. Work may involve planning and coordination of tasks and processes c. Work may involve interaction with other people in the workplace including supervisors and production personnel as well as interaction with manufacturers' representatives and external personnel d. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations e. Work is generally performed under minimal supervision
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures on a range of products c. Identification and selection of appropriate materials to satisfy job requirements from the full range of materials available d. Exposure to chemicals and hazardous substances e. Completion of job and stock records and other relevant documentation f. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer requirements b. Manufacturers' swatch books, codes, specifications and instructions regarding types and applications of materials c. Enterprise work orders and instructions d. Industry codes and symbols e. Australian and enterprise quality standards and procedures f. Product change policies and procedures g. Enterprise or external personnel h. Work scheduling documentation
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the identification, selection and handling of materials and checking of stock availability b. Standard work practices including safe handling and storage of materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe handling and storage of materials a.2. interpret work orders a.3. interpret materials specifications and instructions for storage, handling and use a.4. correctly identify a wide range of materials used in the industry a.5. correctly handle a wide range of materials used in the industry a.6. analyse customer requirements and job specifications to determine materials requirements a.7. select appropriate materials based on analysis of customer requirements a.8. perform normal operator maintenance of work area to enable identification selection and storage of materials to be undertaken safely and efficiently a.9. document and communicate work related information including reporting of shortages, stock irregularities and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. product construction principles and methods a.3. characteristics and technical information covering the full range of materials used in the canvas and sail industry a.4. industry applications of various materials a.5. relative advantages and disadvantages of various materials for particular applications a.6. joining characteristics of various materials a.7. materials labelling principles and practices including 'care' labelling a.8. standard industry practices for storage and handling of materials a.9. relevant materials quality standards a.10. safety and environmental requirements of relevant industry and enterprise procedures a.11. general housekeeping policies and procedures a.12. 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. locate and interpret technical information about materials used in the canvas and sail industry b.3. identify materials by appearance, texture, density and other relevant characteristics b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 identification, selection and handling of materials used in the canvas and sail industries b. Access is required to information on specifications and descriptions of materials used in the canvas and sail industries, as well as relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all facilities necessary for identification, selection and handling of materials
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 and organising work a.2. analysing and interpreting work requirements a.3. describing procedures and consequences a.4. completing tasks a.5. identifying complex problems and faults 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. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of materials used in the canvas and sail industries
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated on a range of typical canvas and sail industry materials c. Competency in this unit should be assessed in a holistic manner

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	1	2	2

LMTPTF-02AA Lay out

Field: Production

This unit covers the skills required to lay out materials for the manufacture of canvas and sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for laying out and marking out processes	<ul style="list-style-type: none"> a. Specifications, drawings, sketches or diagrams are examined to determine task requirements b. Amount of floor or table space required to lay out material is determined c. Equipment needed for laying out is selected and set up for use d. Steps in laying out process are determined and sequenced for maximum productivity e. Adequate lighting is provided for the laying out process
2. Lay out material	<ul style="list-style-type: none"> a. Obstructions and debris are removed from around work area, and work table or work surface is cleaned b. Material is obtained and safely moved to the work area c. Materials is rolled or spread out on to the work table or work surface d. Material is layered according to requirements e. Material is anchored to prevent movement using appropriate devices and safe working practices f. Templates (if used) are placed in position

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed in accordance with defined procedures/methods either individually or in a team environment b. Work is performed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations c. Work is generally performed under direct supervision
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures involving a range of materials and laying out equipment c. Use of relevant tools, equipment and resources, including measuring equipment, rules, straight edges, string lines, squares, protractors, templates and clamps d. Completion of job and product records and other relevant documentation e. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer requirements b. Manufacturers' product and equipment specifications c. Product change policies and procedures d. Enterprise work orders and instructions e. Industry codes and symbols f. Australian, international and enterprise quality standards and procedures g. Enterprise or external personnel h. Work scheduling documentation i. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to laying out b. Standard work practices including the use of tools and equipment used in laying out processes c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of tools and equipment used in handling materials and laying out a.2. interpret work orders a.3. interpret drawings, diagrams and sketches and dimensions defining the manner in which the material is to be laid out a.4. apply basic lay out techniques over a limited range of operations a.5. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.6. document and communicate work related information
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. measuring instruments and techniques a.3. basic mathematical processes a.4. lay out principles and practices a.5. safety and environmental requirements of relevant industry and enterprise procedures a.6. general industry housekeeping policies and procedures a.7. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. apply work instructions and established procedures b.2. interpret basic drawings, diagrams, sketches and specifications b.3. select and use appropriate lay out tools and equipment b.4. handle materials to be marked out b.5. measure and lay out accurately b.6. apply relevant safety practices b.7. document information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving laying out and marking out of materials b. Access is required to manufacturing drawings, diagrams, sketches and specifications and information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all facilities necessary for laying out and marking out materials including appropriate benches, tables or floor areas and mark out equipment
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 problems and faults 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 procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry equipment used for lay out c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-02BA Lay out and/or mark out – 1

Field: Production

This unit covers the skills required to lay out and mark out materials for the manufacture of canvas and sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for laying out and marking out processes	<ul style="list-style-type: none"> a. Specifications, drawings, sketches or diagrams are analysed to determine task requirements b. Amount of floor or table space required to lay out material is determined c. Equipment needed for laying and marking out is selected and set up for use d. Steps in laying and marking out processes are determined and sequenced for maximum productivity e. Adequate lighting is provided for the laying and marking out processes
2. Lay out material	<ul style="list-style-type: none"> a. Obstructions and debris are removed from around work area, and work table or work surface is cleaned b. Material is obtained and safely moved to the work area c. Materials is rolled or spread out on to the work table or work surface d. Material is layered according to requirements e. Material is anchored to prevent movement using appropriate devices and safe working practices f. Templates (if used) are placed in position
3. Mark out required shapes and features	<ul style="list-style-type: none"> a. Datum point is established b. Required shapes are plotted and marked out c. Allowances are made for seams, joins, reinforced edges and other design features d. Positions of openings, inserts, gussets, reinforcing, attachments and other components are plotted and marked e. Mark out process maximises material utilisation and minimises waste
4. Use plotting table	<ul style="list-style-type: none"> a. Plotting table vacuum is checked to ensure it reaches specified value b. Material is laid out on table and checked to ensure it is free of creases, folds or other conditions that would prevent it lying flat c. Plotter slide is checked for smooth travel d. Appropriate software program is initiated e. Data required by software program is loaded or keyed in f. Plotting processes are performed g. Vacuum is released on completion of plotting process h. Safe working practices are employed when using plotter

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures involving a range of materials and marking out equipment c. Completion of job and product records and other relevant documentation d. Interaction with other workplace personnel e. Use of relevant tools, equipment and resources, including measuring equipment, rules, straight edges, string lines, squares, protractors, templates, calculator, clamps, marking spike, electric knife and drill f. Use of plotting table and associated computer equipment
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer requirements b. Manufacturers' product and equipment specifications c. Product change policies and procedures d. Enterprise work orders and instructions e. Industry codes and symbols f. Australian, international and enterprise quality standards and procedures g. Enterprise or external personnel h. Work scheduling documentation i. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to laying out and marking out b. Standard work practices including the use of tools and equipment used in marking out processes c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of tools and equipment used in handling materials, laying out and marking out a.2. interpret work orders a.3. interpret drawings, diagrams and sketches defining the design to be marked out a.4. interpret dimensions and other relevant specifications of components to be incorporated in marked out design a.5. use plotting table and associated computer equipment a.6. apply lay out and mark out techniques over a range of operations a.7. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.8. document and communicate work related information
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-03AA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. measuring instruments and techniques a.3. basic mathematical processes, geometry and geometrical shapes a.4. basic engineering drawing principles and practices a.5. lay out and mark out principles and practices a.6. product construction processes a.7. safety and environmental requirements of relevant industry and enterprise procedures a.8. general industry housekeeping policies and procedures a.9. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret and apply work instructions and established procedures b.2. interpret drawings, diagrams, sketches and specifications b.3. select and use appropriate marking out tools and equipment b.4. handle materials to be marked out b.5. measure lay out and mark out accurately b.6. apply relevant safety practices b.7. document information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving laying out and marking out of materials b. Access is required to manufacturing drawings, diagrams, sketches and specifications and information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all facilities necessary for laying out and marking out materials including appropriate benches, tables or floor areas, mark out equipment and plotting tables
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry equipment used for lay out and mark out c. Competency in this unit should be assessed in a holistic manner

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	2

LMTPTF-02CA Lay out and/or mark out – 2

Field: Production

This unit covers the skills required to lay out and mark out materials for the manufacture of canvas and sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for laying out and marking out processes	<ul style="list-style-type: none"> a. Specifications, drawings, sketches or diagrams are analysed to determine task requirements b. Amount of floor or table space required to lay out material is determined c. Equipment needed for marking out is selected and set up for use d. Steps in marking out process are determined and sequenced for maximum productivity e. Marking out process incorporates measures to minimise waste
2. Lay out material	<ul style="list-style-type: none"> a. Obstructions and debris are removed from around work area, and work table or work surface is cleaned b. Material is obtained and safely moved to the work area c. Materials is rolled or spread out on to the work table or work surface d. Material is anchored to prevent movement using appropriate devices and safe working practices e. Adequate lighting is provided for the marking out process
3. Mark out required shapes and features	<ul style="list-style-type: none"> a. Datum point is established b. Required shapes are plotted and marked out c. Allowances are made for seams, joins, reinforced edges and other design features d. Positions of openings, inserts, gussets, reinforcing, attachments and other components are plotted and marked e. Mark out process maximises material utilisation and minimises waste
4. Use plotting table	<ul style="list-style-type: none"> a. Plotting table vacuum is checked to ensure it reaches specified value b. Material is laid out on table and checked to ensure it is free of creases, folds or other conditions that would prevent it lying flat c. Plotter slide is checked for smooth travel d. Appropriate software program is initiated e. Data required by software program is loaded or keyed in f. Plotting processes are performed g. Vacuum is released on completion of plotting process h. Safe working practices are employed when using plotter

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may involve interaction with co-workers, supervisors and other workplace personnel b. Work is usually performed individually but may involve occasional assistance from other staff c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. All elements of this unit are performed under limited supervision and guidance
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures involving a range of materials and marking out equipment c. Completion of job and product records and other relevant documentation d. Interaction with other workplace personnel e. Use of relevant tools, equipment and resources, including measuring equipment, rules, straight edges, string lines, squares, protractors, templates and calculators f. Use of plotting table and associated computer equipment
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer specifications b. Manufacturers' product and equipment specifications c. Product change policies and procedures d. Enterprise work orders and instructions e. Industry codes and symbols f. Australian, international and enterprise quality standards and procedures g. Enterprise or external personnel h. Work scheduling documentation i. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to laying out and marking out b. Standard work practices including the use of tools and equipment used in marking out processes c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, and operator and customer enterprises h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of tools and equipment used in handling materials, laying out and marking out a.2. interpret work orders a.3. interpret drawings, diagrams and sketches defining the design to be marked out a.4. interpret dimensions and other relevant specifications of components to be incorporated in marked out design a.5. use plotting table and associated computer equipment a.6. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.7. document and communicate work related information
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-03BA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. measuring instruments and techniques a.3. basic mathematical processes a.4. basic geometry and geometrical shapes a.5. basic engineering drawing principles and practices a.6. marking out techniques a.7. product construction processes a.8. safety and environmental requirements of relevant industry and enterprise procedures a.9. general industry housekeeping policies and procedures a.10. 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. interpret drawings, diagrams, sketches and specifications b.3. select and use appropriate marking out tools and equipment b.4. measure and mark out accurately b.5. handle materials to be marked out b.6. apply relevant safety practices b.7. document information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving laying out and marking out of materials b. Access is required to manufacturing drawings, diagrams, sketches and specifications and information on safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all facilities necessary for laying out and marking out materials including appropriate benches, tables or floor areas, mark out equipment and plotting tables
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 with customers, staff and others e. Work is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry equipment used for marking out c. Competency in this unit should be assessed in a holistic manner

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	2

LMTPTF-03AA Cut and shape – 1

Field: Production

This unit covers the skills required to manually cut and shape fibrous materials used in canvas product and sail construction.

ELEMENT	PERFORMANCE CRITERIA
1. Plan work and prepare work area	<ul style="list-style-type: none"> a. Work is performed in accordance with defined procedures/methods either individually or in a team environment b. Work is performed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations c. Work is generally performed under direct supervision
2. Cut and shape material	<ul style="list-style-type: none"> a. Electric tools are connected to power and used safely b. Shears, trimmers, rotary cutting devices and dies are used to cut materials and form complex shapes in material c. Materials are safely manipulated on cutting table or floor d. Product is separated from waste material
3. Remove product and dispose of waste materials	<ul style="list-style-type: none"> a. Finished panels are removed, folded with correct sequence of folds to suit sewing stage and stored neatly for further processing b. Waste materials are removed and separated for recycling or reuse c. Waste materials designated for reuse are sorted according to size and shape and returned to storage d. Waste materials designated for recycling are safely and efficiently disposed of in accordance with organisation procedures e. Waste materials unsuitable for recycling are disposed of in an environmentally acceptable manner f. Assistance to move finished products and waste material is obtained if necessary
4. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed work is informally inspected by operator to check that it appears to be of an acceptable standard b. Completed panels are labelled or tagged with job number, client, or other identification and any necessary documentation completed in accordance with enterprise procedures
5. Clean up and maintain cutting equipment and work area	<ul style="list-style-type: none"> a. Normal basic maintenance of cutting surface and cutting equipment is performed in accordance with enterprise requirements and manufacturer's specifications b. Work area is cleaned c. Supervisor is notified of any abnormal conditions requiring maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed in accordance with defined procedures/methods either individually or in a team environment b. Work is performed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations c. Work is generally performed under direct supervision
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures involving cutting a range of materials, including canvas, PVC and clear plastic, into basic single piece shapes with straight or simple curved sides such as for shorteners and lugs c. Use of relevant tools, equipment and resources, including hand shears, trimmers, rotary cutting equipment, dies, knives, hot knives, scalpels, drills, skewers and marking spikes d. Basic operator maintenance of tools and equipment e. Exposure to chemicals and hazardous substances f. Completion of job and product records and other relevant documentation g. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer requirements b. Manufacturers' specifications and instructions regarding use of cutting/shaping equipment and working with materials c. Enterprise work orders and instructions d. Industry codes and symbols e. Australian and enterprise quality standards and procedures f. Enterprise personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the cutting and shaping of materials b. Standard work practices including: <ul style="list-style-type: none"> b.1. safe use of cutting/shaping equipment and relevant hand and power tools b.2. safe handling, storage and disposal of materials used in cutting and shaping processes c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of cutting and shaping equipment and associated hand and power tools a.2. interpret work orders a.3. interpret equipment and materials specifications and instructions needed for the cutting and shaping process a.4. prepare material to be cut and shaped and set up cutting equipment a.5. perform cutting and shaping processes a.6. perform basic operator maintenance of cutting equipment a.7. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.8. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-02BA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. hazards associated with cutting equipment used in cutting and shaping a.3. workpiece construction principles and methods a.4. common materials used in the canvas and sail industry, and their cutting characteristics a.5. the range of cutting and shaping equipment, hand tools and power tools used in cutting and shaping processes and their appropriateness for particular applications a.6. operating principles of cutting and shaping equipment a.7. relevant quality standards for products of the cutting and shaping process a.8. standard industry practice for storage and safe disposal of materials used in cutting and shaping processes a.9. power sources such as single phase, three phase and weather protected outlets a.10. electrical isolation procedures for electrically powered cutting and shaping equipment a.11. safety and environmental requirements of relevant industry and enterprise procedures a.12. general housekeeping policies and procedures a.13. 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. identify unsatisfactory performance of cutting equipment b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. perform simple maintenance of cutting equipment and maintain work area b.6. identify product sections for future processing b.7. apply all relevant safety practices b.8. communicate effectively within the workplace b.9. 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 cutting and shaping of canvas and sail materials b. Access is required to information on settings for equipment, relevant safety procedures and regulations, quality standards and enterprise procedures c. Access is required to all necessary facilities, cutting and shaping equipment and associated hand and power tools
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 problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of cutting and shaping requirements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated on a range of typical industry cutting and shaping equipment and canvas and sail materials c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-03BA Cut and shape – 2

Field: Production

This unit covers the skills required to manually cut and shape fibrous materials used in canvas product and sail construction.

ELEMENT	PERFORMANCE CRITERIA
1. Plan work and prepare work area	<ul style="list-style-type: none"> a. Work is planned to maximise safety and productivity b. Work area is cleared and cleaned to provide freedom from obstructions and clear work space c. Safe working environment is established d. Suitable electrical power outlets, if required, are identified e. Assistance to move and position workpieces is obtained if necessary
2. Cut and shape material	<ul style="list-style-type: none"> a. Electric tools are connected to power and used safely b. Shears, trimmers, rotary cutting devices and dies are used to cut materials and form complex shapes in material c. Materials are safely manipulated on cutting table or floor d. Product is separated from waste material
3. Remove product and dispose of waste materials	<ul style="list-style-type: none"> a. Finished panels are removed, folded with correct sequence of folds to suit sewing stage and stored neatly for further processing b. Waste materials are removed and separated for recycling or reuse c. Waste materials designated for reuse are sorted according to size and shape and returned to storage d. Waste materials designated for recycling are safely and efficiently disposed of in accordance with organisation procedures e. Waste materials unsuitable for recycling are disposed of in an environmentally acceptable manner f. Assistance to move finished products and waste material is obtained if necessary
4. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed work is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards b. Any items in need of rework or rectification are identified and marked c. Rework is performed or other appropriate action arranged d. Completed panels are labelled or tagged with job number, client, or other identification and any necessary documentation completed in accordance with enterprise procedures
5. Clean up and maintain cutting equipment and work area	<ul style="list-style-type: none"> a. Maintenance of cutting surface and cutting equipment is performed in accordance with enterprise requirements and manufacturer's specifications: <ul style="list-style-type: none"> a.1. cutting surface is cleaned and inspected for damage a.2. cutting tools are cleaned and blades sharpened or are removed for sharpening or replaced as necessary b. Work area is cleaned c. Supervisor is notified of any abnormal conditions requiring maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. on site b. Work undertaken in accordance with established procedures involving cutting a range of materials, including canvas, PVC and clear plastic, into complex shapes which may consist of several components c. Work which may be performed on site and require matching the cut material to the item on which it is to be installed d. Use of relevant tools, equipment and resources, including hand shears, trimmers, rotary cutting equipment, dies, knives, hot knives, scalpels, drills, skewers and marking spikes e. Operator maintenance of tools and cutting equipment f. Exposure to chemicals and hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer requirements b. Manufacturers' specifications and instructions regarding use of cutting/shaping equipment and working with materials c. Enterprise work orders and instructions d. Industry codes and symbols e. Australian and enterprise quality standards and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the cutting and shaping of materials b. Standard work practices including: <ul style="list-style-type: none"> b.1. safe use of cutting/shaping equipment and relevant hand and power tools b.2. safe handling, storage and disposal of materials used in cutting and shaping processes c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of cutting and shaping equipment and associated hand and power tools a.2. interpret work orders a.3. interpret equipment and materials specifications and instructions needed for the cutting and shaping process a.4. prepare material to be cut and shaped and set up cutting equipment a.5. perform complex cutting and shaping processes a.6. inspect completed work and specify any rectification necessary a.7. perform operator maintenance of cutting equipment a.8. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.9. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-02CA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. hazards associated with cutting equipment used in cutting and shaping a.3. workpiece construction principles and methods a.4. a wide range of materials used in the canvas and sail industry, and their cutting characteristics a.5. the range of cutting and shaping equipment, hand tools and power tools used in cutting and shaping processes and their appropriateness for particular applications a.6. operating principles of a wide range of cutting and shaping equipment a.7. relevant quality standards for products of the cutting and shaping process a.8. standard industry practice for storage and safe disposal of materials used in cutting and shaping processes a.9. power sources such as single phase, three phase and weather protected outlets a.10. electrical isolation procedures for electrically powered cutting and shaping equipment a.11. safety and environmental requirements of relevant industry and enterprise procedures a.12. general housekeeping policies and procedures a.13. 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. locate and interpret technical information about equipment and materials used in the canvas and sail industry b.3. identify unsatisfactory performance of cutting equipment b.4. use relevant hand and power tools b.5. use relevant chemicals and cleaning agents and dispose of waste products b.6. perform full operator maintenance of cutting equipment and maintain work area b.7. identify product sections for future processing b.8. apply all relevant safety practices b.9. communicate effectively within the workplace b.10. 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 cutting and shaping of canvas and sail materials b. Access is required to information on specifications of materials used in cutting and shaping process, settings for equipment, relevant safety procedures and regulations, quality standards and enterprise procedures c. Access is required to all necessary facilities, cutting and shaping equipment and associated hand and power tools

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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of cutting and shaping requirements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated on a wide range of typical industry cutting and shaping equipment and canvas and sail materials c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-04AA Stitch by hand – 1

Field: Production

This unit covers the skills required to stitch canvas and sail products by hand.

ELEMENT	PERFORMANCE CRITERIA
1. Plan work and prepare work area	<ul style="list-style-type: none"> a. Work is organised to maximise safety and productivity b. Work area is cleared and cleaned and safe working environment is established c. Assistance to move and position workpiece is obtained if necessary
2. Select thread and needle	<ul style="list-style-type: none"> a. Advice is obtained regarding appropriate thread to be used with regard to thread material, diameter of thread, tensile strength and colour b. Advice is obtained regarding appropriate needle to suit type of thread, type of stitch and material to be sewn c. Condition of needle is checked to ensure it is sharp, clean and free from rust and dirt
3. Perform hand stitching	<ul style="list-style-type: none"> a. Material is laid out on working table or other suitable surface or supported in situ in preparation for stitching process b. Appropriate type of stitch is chosen to suit the particular application c. Stitching is properly started d. Hand stitching is performed e. Last stitch is properly tied off and thread is cut f. Finished work is inspected to ensure it conforms to specification
4. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed work is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards b. Any areas in need of rework or rectification are identified and marked c. Rework is performed or other appropriate action arranged d. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
5. Store needles and threads and clean up	<ul style="list-style-type: none"> a. Needles and threads are stored in a dry and safe place in accordance with manufacturers' recommendations and enterprise procedures b. Worn or damaged needles are disposed of in accordance with safe working practice c. Work area is cleaned and tools are placed back in storage

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions a.4. confined spaces b. Work undertaken in accordance with established procedures on a range of products and materials c. Standard stitching of damaged seams, gussets, reinforcements, general repairs or modifications, and new work d. Use of various needles and threads on a variety of materials e. Application of a variety of stitches f. Selection of needles and thread to in accordance with job specification or general requirements of job g. Normal operator maintenance of needles and associated hand tools h. Exposure to chemicals and hazardous substances i. Completion of job and product records and other relevant documentation j. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding application of materials and threads b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the hand stitching of canvas and sail products b. Standard work practices including the safe use of needles and associated tools and the storage, safe handling and disposal of needles and materials associated with hand stitching c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use needles and associated tools a.2. interpret work orders a.3. interpret standard specifications of needles, threads and materials used in the hand stitching process a.4. prepare and set up material for hand stitching a.5. perform standard hand stitching processes a.6. inspect completed work and determine any rectification necessary a.7. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.8. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-05BA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. hazards associated with hand stitching process a.3. standard hand stitching principles and techniques including various types of stitches used a.4. the normal range of needles, threads and associated tools used in hand stitching and their appropriateness for particular applications a.5. materials specifications and material sewing characteristics a.6. quality standards applicable to hand stitching a.7. safety and environmental requirements of relevant industry and enterprise procedures a.8. general housekeeping policies and procedures a.9. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret and apply work instructions and established procedures b.2. locate and interpret technical information about needles, threads and materials b.3. perform various standard stitches b.4. use relevant hand and power tools b.5. use relevant chemicals and cleaning agents and dispose of waste products b.6. maintain work area b.7. apply all relevant safety practices b.8. communicate effectively within the workplace b.9. document and transfer information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving hand stitching of canvas and sail products b. Access is required to specifications of materials, needles and threads, and information on relevant safety procedures, enterprise procedures, and quality standards c. Access is required to all necessary facilities, materials, needles, threads and tools associated with the hand stitching process
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. describing procedures and consequences a.2. completing tasks a.3. identifying problems and faults 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. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of hand stitching applications
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated on a range of typical industry products and materials c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-04BA Stitch by hand – 2

Field: Production

This unit covers the skills required to stitch canvas and sail products by hand.

ELEMENT	PERFORMANCE CRITERIA
1. Plan work and prepare work area	<ul style="list-style-type: none"> a. Work is planned to maximise safety and productivity b. Work area is cleared and cleaned and safe working environment is established c. Assistance to move and position workpiece is obtained if necessary
2. Select thread and needle	<ul style="list-style-type: none"> a. Type of material to be sewn, type of stitch to be used and nature of duty to which finished product is to be subjected is determined b. Suitable thread is selected with regard to thread material, diameter of thread, tensile strength and colour c. Appropriate needle is chosen to suit type of thread, type of stitch and material to be sewn d. Condition of needle is checked to ensure it is sharp, clean and free from rust and dirt e. Needle is correctly threaded
3. Perform hand stitching	<ul style="list-style-type: none"> a. Material is laid out on working table or other suitable surface or supported in situ in preparation for stitching process b. Appropriate type of stitch is chosen to suit the particular application c. Stitching is properly started d. Hand stitching is performed e. Last stitch is properly tied off and thread is cut f. Finished work is inspected to ensure it conforms to specification
4. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed work is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards b. Any areas in need of rework or rectification are identified and marked c. Rework is performed or other appropriate action arranged d. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
5. Store needles and threads and clean up	<ul style="list-style-type: none"> a. Needles and threads are stored in a dry and safe place in accordance with manufacturers' recommendations and enterprise procedures b. Worn or damaged needles are disposed of in accordance with safe working practice c. Work area is cleaned and tools are placed back in storage

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require independence, discretion, judgement and acceptance of responsibility for overall work outcomes b. Work may involve planning and coordination of tasks and processes c. Work may involve interaction with other people in the workplace including supervisors and production personnel, and consultation with client d. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations e. Work is generally performed under minimal supervision
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions a.4. confined spaces b. Work undertaken in accordance with established procedures on a wide range of products and materials c. Complex stitching of damaged seams, gussets, reinforcements, general repairs or modifications, and new work d. Use of various needles and threads on a variety of materials e. Application of a wide variety of stitches f. Determination of needle, thread and stitch requirements based on analysis of nature of service the product is to perform and type of material used g. Normal operator maintenance of needles and associated hand tools h. Exposure to chemicals and hazardous substances i. Completion of job and product records and other relevant documentation j. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding application of materials and threads b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise personnel, external personnel and clients g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the hand stitching of canvas and sail products b. Standard work practices including the safe use of needles and associated tools and the storage, safe handling and disposal of needles and materials associated with hand stitching c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use needles and associated tools a.2. interpret work orders a.3. interpret detailed specifications of needles, threads and materials used in the hand stitching process a.4. prepare and set up material for hand stitching a.5. perform advanced hand stitching processes a.6. inspect completed work and determine any rectification necessary a.7. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.8. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-05CA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. hazards associated with hand stitching process a.3. advanced hand stitching principles and techniques including various types of stitches used a.4. an extensive range of needles, threads and associated tools used in hand stitching and their appropriateness for particular applications a.5. materials specifications and material sewing characteristics a.6. quality standards applicable to hand stitching a.7. safety and environmental requirements of relevant industry and enterprise procedures a.8. general housekeeping policies and procedures a.9. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret and apply work instructions and established procedures b.2. locate and interpret comprehensive technical information about needles, threads and materials b.3. perform various standard and specialised stitches b.4. use relevant hand and power tools b.5. use relevant chemicals and cleaning agents and dispose of waste products b.6. maintain work area b.7. apply all relevant safety practices b.8. communicate effectively within the workplace b.9. document and transfer information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving hand stitching of canvas and sail products b. Access is required to specifications of materials, needles and threads, and information on relevant safety procedures, enterprise procedures, and quality standards c. Access is required to all necessary facilities, materials, needles, threads and tools associated with the hand stitching process
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of hand stitching applications
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated on a wide range of typical industry products and materials c. Competency in this unit should be assessed in a holistic manner

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

LMTPrTF-05AA Operate and maintain sewing machine – 1

Field: Production

This unit covers the skills required to operate and maintain a sewing or overlocking machine.

ELEMENT	PERFORMANCE CRITERIA
1. Plan work and prepare work area	<ul style="list-style-type: none"> a. Work is organised to maximise safety and productivity b. Work area is cleared and cleaned to provide work table free of obstructions and clear access to sewing/overlocking machine c. Safe working environment is established d. Suitable electrical power outlets, if required, are identified e. Assistance to move and position workpiece is obtained if necessary
2. Select thread and needle	<ul style="list-style-type: none"> a. Advice is obtained regarding appropriate thread to be used with regard to thread material, diameter of thread, tensile strength and colour b. Advice is obtained regarding appropriate needle to suit type of thread, type of stitch and material to be sewn
3. Set up machine	<ul style="list-style-type: none"> a. Machine is cleaned examined for damage, missing components or other defects b. Power cords are examined for knots, unsafe routing and insulation damage c. Machine is safely connected to power and correct 'power-on' procedure is followed d. Condition of needle is checked to ensure it is sharp, clean and free from rust and dirt e. Needle is fitted to machine f. Machine is threaded and thread is checked for free travel from spool g. Thread tension is checked and adjusted using test pieces if necessary
4. Operate machine	<ul style="list-style-type: none"> a. Workpiece is correctly aligned to machine b. Machine is operated in accordance with standard industry practice and OH&S requirements c. Workpiece is appropriately fed into machine d. Performance of machine is monitored through regular checking of thread tension and inspection of stitching in finished product
5. Informal inspection, labelling and documentation	<ul style="list-style-type: none"> a. Workpiece is removed from machine using assistance if necessary b. Completed work is informally inspected to check that it appears to be of an acceptable standard c. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
6. Clean up and minor shutdown maintenance	<ul style="list-style-type: none"> a. Machine is switched off using correct 'power off' procedures b. Machine is cleaned and minor shutdown maintenance such as removal of needles and thread is performed in accordance with enterprise requirements c. Worn or damaged needles are disposed of in accordance with safe working practice d. Supervisor is notified of any abnormal conditions requiring maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed in accordance with defined procedures/methods either individually or in a team environment b. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations c. Work is generally performed under direct supervision d. Formal inspection and quality checking of the work performed and decisions on rectification are not performed at this AQF level
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures on a limited range of products and industrial sewing and/or overlocking machines c. Work involving simple straight stitching or following of marked lines or other guiding devices d. Installation of needle and threading of machine e. Use of relevant tools for minor operator maintenance of sewing/overlocking machines, including: <ul style="list-style-type: none"> e.1. hand tools such as rulers, spanners, screwdrivers, pliers, brushes, scissors e.2. power tools such as vacuum cleaners, inspection lamps, compressed air nozzles f. Normal minor operator maintenance of tools and equipment g. Exposure to chemicals and hazardous substances h. Completion of basic job and product records and other relevant documentation i. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' instructions regarding use of materials and sewing/overlocking machines b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the sewing/overlocking of materials b. Standard work practices including: <ul style="list-style-type: none"> b.1. safe use of sewing/overlocking machines and relevant hand and power tools b.2. storage, safe handling and disposal of needles, threads and materials associated with sewing/overlocking c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, understanding information and instructions associated with workplace activities, and simple recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of sewing/overlocking machines and associated hand and power tools a.2. understand work orders a.3. follow job instructions needed for the sewing/overlocking process a.4. use a limited range of sewing/overlocking machines and materials a.5. prepare material to be sewn/overlocked and set up machine a.6. perform basic sewing/overlocking process a.7. perform basic operator maintenance of work area to enable work to be conducted safely and efficiently a.8. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-04A
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. basic workpiece construction principles and methods a.3. materials used in the canvas and sail industry relevant to the work performed a.4. basic operating principles of sewing/overlocking machines used in performance of the work a.5. basic types of stitching relevant to the work performed a.6. standard industry practice for needle storage and safe disposal a.7. relevant quality standards for sewn/overlocked products a.8. electrical isolation procedures for sewing/overlocking machines a.9. safety and environmental requirements of relevant industry and enterprise procedures a.10. general housekeeping policies and procedures a.11. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. apply work instructions and established procedures b.2. install needle and thread b.3. identify unsatisfactory machine performance b.4. use relevant hand and power tools b.5. use relevant chemicals and cleaning agents and dispose of waste products b.6. maintain machines and work area b.7. apply all relevant safety practices b.8. communicate effectively within the workplace b.9. document and transfer relevant information
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the sewing or overlocking of canvas and sail materials b. Access is required to information on relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, sewing/overlocking machines and associated hand and power tools
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 problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of sewing and overlocking requirements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated on a limited range of typical industry sewing and overlocking machines and canvas and sail products c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-05BA Operate and maintain sewing machine – 2

Field: Production

This unit covers the skills required to operate and maintain a sewing or overlocking machine.

ELEMENT	PERFORMANCE CRITERIA
1. Plan work and prepare work area	<ul style="list-style-type: none"> a. Work is planned to maximise safety and productivity b. Work area is cleared and cleaned to provide work table free of obstructions and clear access to sewing/overlocking machine c. Safe working environment is established d. Suitable electrical power outlets, if required, are identified e. Assistance to move and position workpiece is obtained if necessary
2. Select thread and needle	<ul style="list-style-type: none"> a. Advice is obtained regarding appropriate thread to be used with regard to thread material, diameter of thread, tensile strength and colour b. Advice is obtained regarding appropriate needle to suit type of thread, type of stitch and material to be sewn
3. Set up machine	<ul style="list-style-type: none"> a. Machine is examined for damage, missing components or other defects b. Power cords are examined for knots, unsafe routing and insulation damage c. Machine is safely connected to power and correct 'power-on' procedure is followed d. Condition of needle is checked to ensure it is sharp, clean and free from rust and dirt e. Needle is fitted to machine f. Machine is threaded and thread is checked for free travel from spool g. Thread tension and other machine settings are checked and adjusted using test pieces if necessary
4. Operate machine	<ul style="list-style-type: none"> a. Workpiece is correctly aligned to machine b. Machine is operated in accordance with standard industry practice and OH&S requirements c. Workpiece is appropriately fed into machine d. Performance of machine is monitored through regular checking of thread tension and other settings, and inspection of stitching in finished product
5. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Workpiece is removed from machine using assistance if necessary b. Completed work is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards c. Any areas in need of rework or rectification are identified and marked d. Rework is performed or other appropriate action arranged e. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
6. Clean up and maintain equipment	<ul style="list-style-type: none"> a. Machine is switched off using correct 'power off' procedures b. Machine is cleaned, and programmed maintenance, which is within the level of responsibility of the operator, is performed in accordance with enterprise requirements and manufacturer's specifications c. Worn or damaged needles are disposed of in accordance with safe working practice d. Supervisor is notified of any abnormal conditions requiring maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures on a range of products and industrial sewing and/or overlocking machines c. Installation of needles and threading of machine d. Work of medium complexity including binding, piping, simple shapes and curved work, sewing on of accessories, as well as straight stitching and use of guiding devices e. Checking and adjustment of basic machine settings by means of gauges and test samples f. Use of relevant tools for basic setting and maintenance of sewing/overlocking machines, including: <ul style="list-style-type: none"> f.1. hand tools such as rulers, setting gauges, spanners, screwdrivers, pliers, brushes, scissors f.2. power tools such as vacuum cleaners, inspection lamps, compressed air nozzles g. Normal operator maintenance of tools and equipment h. Exposure to chemicals and hazardous substances i. Completion of job and product records and other relevant documentation j. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding use of materials and sewing/overlocking machines b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the sewing/overlocking of materials b. Standard work practices including: <ul style="list-style-type: none"> b.1. safe use of sewing/overlocking machines and relevant hand and power tools b.2. storage, safe handling and disposal of needles, threads and materials associated with sewing/overlocking c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of sewing/overlocking machines and associated hand and power tools a.2. interpret work orders a.3. interpret machine and materials instructions needed for the sewing/overlocking process a.4. use a range of sewing/overlocking machines and materials a.5. prepare material to be sewn/overlocked and set up machine a.6. perform typical sewing/overlocking processes a.7. inspect completed work and specify any rectification necessary a.8. perform operator maintenance of sewing/overlocking machines a.9. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.10. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-04AA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. general workpiece construction principles and methods a.3. materials commonly used in the canvas and sail industry a.4. operating principles of sewing/overlocking machines a.5. types of needles and threads and their applications a.6. types of stitching and their applications a.7. standard industry practice for needle storage and safe disposal a.8. relevant quality standards for sewn/overlocked products a.9. power sources such as single phase, three phase and weather protected outlets a.10. electrical isolation procedures for sewing/overlocking machines a.11. safety and environmental requirements of relevant industry and enterprise procedures a.12. general housekeeping policies and procedures a.13. 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. understand and apply technical information about machines and materials used in the canvas and sail industry b.3. install needle and thread b.4. identify unsatisfactory machine performance b.5. use relevant hand and power tools b.6. use relevant chemicals and cleaning agents and dispose of waste products b.7. maintain machines and work area b.8. apply all relevant safety practices b.9. communicate effectively within the workplace b.10. 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 sewing or overlocking of canvas and sail materials b. Access is required to information on basic settings for machines, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, sewing/overlocking machines and associated hand and power tools
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. describing procedures and consequences a.2. completing tasks a.3. identifying problems and faults 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. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of sewing and overlocking requirements

6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated on a range of typical industry sewing and overlocking machines and canvas and sail products c. Competency in this unit should be assessed in a holistic manner
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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	1	2	2

LMTPTF-05CA Operate and maintain sewing machine – 3

Field: Production

This unit covers the skills required to operate and maintain a sewing or overlocking machine.

ELEMENT	PERFORMANCE CRITERIA
1. Plan work and prepare work area	<ul style="list-style-type: none"> a. Work is planned to maximise safety and productivity b. Work area is cleared and cleaned to provide work table free of obstructions and clear access to sewing/overlocking machine c. Safe working environment is established d. Suitable electrical power outlets, if required, are identified e. Assistance to move and position workpiece is obtained if necessary
2. Select thread and needle	<ul style="list-style-type: none"> a. Type of material to be sewn, type of stitch to be used and nature of duty to which finished product is to be subjected is determined to assist in selection of thread and needle b. Suitable thread is selected with regard to thread material, diameter of thread, tensile strength and colour c. Appropriate needle is chosen to suit type of thread, type of stitch and material to be sewn
3. Set up machine	<ul style="list-style-type: none"> a. Machine is examined for damage, missing components or other defects b. Power cords are examined for knots, unsafe routing and insulation damage c. Machine is safely connected to power and correct 'power-on' procedure is followed d. Condition of needle is checked to ensure it is sharp, clean and free from rust and dirt e. Needle is fitted to machine f. Machine is threaded and thread is checked for free travel from spool g. Thread tension and other machine settings are checked and adjusted using test pieces if necessary
4. Operate machine	<ul style="list-style-type: none"> a. Workpiece is correctly aligned to machine b. Machine is operated in accordance with standard industry practice and OH&S requirements c. Workpiece is appropriately fed into machine d. Performance of machine is monitored through regular checking of thread tension and other settings, and inspection of stitching in finished product
5. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Workpiece is removed from machine using assistance if necessary b. Completed work is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards c. Any areas in need of rework or rectification are identified and marked d. Rework is performed or other appropriate action arranged e. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
6. Clean up and maintain equipment	<ul style="list-style-type: none"> a. Machine is switched off using correct 'power off' procedures b. Machine is cleaned, and programmed maintenance, which is within the province of the operator, is performed in accordance with enterprise requirements and manufacturer's specifications c. Worn or damaged needles are disposed of in accordance with safe working practice d. Supervisor is notified of any abnormal conditions requiring maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require independence, discretion, judgement and acceptance of responsibility for overall work outcomes b. Work may involve planning and coordination of tasks and processes c. Work may involve interaction with other people in the workplace including supervisors and production personnel d. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations e. Work is generally performed under minimal supervision
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 indoor workplaces a.2. operational outdoor workplaces b. Work undertaken in accordance with established procedures on a wide range of products and industrial sewing and/or overlocking machines c. Selection needles and thread to suit the material being sewn, type of stitch and nature of service the product is to perform d. Complex work including binding, piping, complex shapes and curves, sewing on of accessories, use of twin needle and computerised machines over a full range of materials and qualities of finish e. Installation of needles and threading of machine f. Determination of correct settings through checking/adjustment procedures and production of samples g. Use of relevant tools for setting and maintaining sewing/overlocking machines, including: <ul style="list-style-type: none"> g.1. hand tools such as rulers, setting gauges, spanners, screwdrivers, pliers, brushes, scissors g.2. power tools such as vacuum cleaners, inspection lamps, compressed air nozzles h. Normal operator maintenance of tools and equipment i. Exposure to chemicals and hazardous substances j. Completion of job and product records and other relevant documentation k. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding use of materials and sewing/overlocking machines b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the sewing/overlocking of materials b. Standard work practices including: <ul style="list-style-type: none"> b.1. safe use of sewing/overlocking machines and relevant hand and power tools b.2. storage, safe handling and disposal of needles, threads and materials associated with sewing/overlocking c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ol style="list-style-type: none"> a.1. comply with all relevant safety requirements including safe use of sewing/overlocking machines and associated hand and power tools a.2. interpret work orders a.3. interpret machine and materials specifications and instructions needed for the sewing/overlocking process a.4. use a wide range of sewing/overlocking machines and materials a.5. prepare material to be sewn/overlocked and set up machine a.6. perform a complex sewing/overlocking processes a.7. inspect completed work and specify any rectification necessary a.8. perform operator maintenance of sewing/overlocking machines a.9. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.10. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-04BA
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. advanced workpiece construction principles and methods a.3. characteristics of a wide range of materials used in the canvas and sail industry a.4. operating principles of a wide range of sewing/overlocking machines a.5. types of needles and threads and their applications a.6. types of stitching and their applications a.7. standard industry practice for needle storage and safe disposal a.8. the range of sewing/overlocking machines, hand tools and power tools used in sewing/overlocking processes and their appropriateness for particular applications a.9. relevant quality standards for sewn/overlocked products a.10. power sources such as single phase, three phase and weather protected outlets a.11. electrical isolation procedures for sewing/overlocking machines a.12. safety and environmental requirements of relevant industry and enterprise procedures a.13. general housekeeping policies and procedures a.14. recording and reporting procedures b. Underpinning skills to: <ol style="list-style-type: none"> b.1. interpret and apply work instructions and established procedures b.2. plan and coordinate work activities b.3. locate and interpret technical information about machines and materials used in the canvas and sail industry b.4. select appropriate needle and thread b.5. identify unsatisfactory machine performance b.6. use relevant hand and power tools b.7. use relevant chemicals and cleaning agents and dispose of waste products b.8. maintain machines and work area b.9. apply all relevant safety practices b.10. communicate effectively within the workplace b.11. document and transfer information
4. Resource implications	a. Access is required to real or appropriately simulated situations involving the sewing or overlocking of canvas and sail materials b. Access is required to information on specifications of materials used in sewing and overlocking, settings for machines, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, sewing/overlocking machines and associated hand and power tools

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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of sewing and overlocking requirements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated on a wide range of typical industry sewing and overlocking machines and canvas and sail products c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-06AA Weld plastic materials – 1

Field: Production

This unit covers the skills required to weld plastic materials within the safe operating parameters of the equipment used.

ELEMENT	PERFORMANCE CRITERIA
1. Select welding process and plan the work	<ul style="list-style-type: none"> a. Nature of material to be welded is determined and an appropriate welding process is selected b. Work is planned to maximise safety and productivity c. Suitable electrical power outlets, if required, are identified d. Safe working environment is established
2. Prepare welding equipment	<ul style="list-style-type: none"> a. Appropriate hand-held or stationary manual welding equipment is selected b. Welding equipment is checked for serviceability c. Correct 'power on' procedures are followed
3. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate supplementary hand and power tools are selected for the job b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Required tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
4. Perform welding	<ul style="list-style-type: none"> a. Surfaces of material are prepared for welding b. Material is laid out on working table or other suitable surface c. Material is anchored to prevent movement d. Equipment temperature or operating frequency is adjusted to prescribed settings e. Screens or barriers, where fitted, are lowered prior to welding process f. Operator and bystanders are kept at an appropriate distance or suitably protected where high frequency welding is being undertaken g. Welding equipment is operated in accordance with standard practice h. Weld area is examined or tested for correct fusion of materials i. Work piece is removed
5. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed weld is informally inspected to verify that it appears to be of an acceptable standard b. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
6. Clean up and maintain equipment	<ul style="list-style-type: none"> a. Work area is cleaned and tools and electrical equipment are stowed away

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed in accordance with defined procedures/methods either individually or in a team environment b. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations c. Work is generally performed under direct supervision d. Formal inspection and quality checking of the work performed and decisions on rectification are not performed at this AQF level
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of products and equipment including: <ul style="list-style-type: none"> b.1. welding of PVC, vinyls and clear plastics b.2. basic straight welds of simple pieces and basic repairs b.3. use of basic manual welding equipment including: foot controlled welder, hand welder, high frequency welder, hot air welder b.4. use of relevant hand and power tools including: hammers, rasps, files and portable sanders c. Normal operator maintenance of tools and equipment d. Exposure to chemicals and hazardous substances e. Completion of job and product records and other relevant documentation f. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding use of materials and equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the welding of plastic b. Standard work practices including the safe use of plastic welding equipment and relevant hand and power tools and the storage, safe handling and disposal of materials associated with plastic welding c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of plastic welding equipment, hand and power tools and electrical equipment. a.2. follow work orders a.3. understand basic equipment and materials specifications and instructions needed for the plastic welding process a.4. prepare material to be welded and set up welding equipment a.5. perform a variety of basic welds with a satisfactory degree of quality consistency a.6. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.7. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. specific OH&S requirements associated with high frequency welding equipment a.3. hazards associated with heated plastics a.4. basic plastic welding principles and techniques a.5. general operating principles of plastic welding equipment a.6. a range of plastic welding equipment, hand tools and power tools commonly used in the plastic welding process and their appropriateness for particular applications a.7. power sources such as single phase, three phase and weather protected outlets a.8. basic materials and equipment specifications a.9. relevant quality standards for plastic welds a.10. safety and environmental requirements of relevant industry and enterprise procedures a.11. general housekeeping policies and procedures a.12. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. apply work instructions and established procedures b.2. understand relevant technical information about plastic welding processes, materials and equipment b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 welding of plastic b. Access is required to information on materials to be used in welding, basic settings for welding equipment, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including hand tools, power tools and plastic welding equipment
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 problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of plastic welding equipment and welding requirements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry products and equipment c. Competency in this unit should be assessed in a holistic manner

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	1	1	1	1

LMTPTF-06BA Weld plastic materials – 2

Field: Production

This unit covers the skills required to weld plastic materials within the safe operating parameters of the equipment used.

ELEMENT	PERFORMANCE CRITERIA
1. Select welding process and plan the work	<ul style="list-style-type: none"> a. Nature of material to be welded is determined and an appropriate welding process is selected b. Work is planned to maximise safety and productivity c. Suitable electrical power outlets, if required, are identified d. Safe working environment is established
2. Prepare welding equipment	<ul style="list-style-type: none"> a. Appropriate hand-held or stationary manual welding equipment is selected b. Welding equipment is checked for serviceability c. Correct 'power on' procedures are followed
3. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate supplementary hand and power tools are selected for the job b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Required tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
4. Perform welding	<ul style="list-style-type: none"> a. Surfaces of material are prepared for welding b. Material is laid out on working table or other suitable surface c. Material is anchored to prevent movement d. Equipment temperature or operating frequency is determined by analysis of weld requirements and adjusted as appropriate e. Screens or barriers, where fitted, are lowered prior to welding process f. Operator and bystanders are kept at an appropriate distance or suitably protected where high frequency welding is being undertaken g. Welding equipment is operated in accordance with standard practice h. Weld area is examined or tested for correct fusion of materials i. Work piece is removed
5. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed work is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards b. Any areas in need of rework or rectification are identified and marked c. Rework is performed or other appropriate action arranged d. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
6. Clean up and maintain equipment	<ul style="list-style-type: none"> a. Work area is cleaned and tools and electrical equipment are stowed away b. Welding equipment is cleaned and maintained in accordance with enterprise requirements and manufacturer's specifications c. Programmed maintenance which is within the province of the operator is performed d. Supervisor is informed of any abnormal conditions needing maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of products and equipment including: <ul style="list-style-type: none"> b.1. welding of PVC, vinyls and clear plastics b.2. welding and repair of complex shapes such as pockets and curved hems and the use of dies in welding b.3. use of welding equipment including foot controlled welder, hand welder, high frequency welder and hot air welder plus more complex equipment requiring a multiple settings and fine adjustments b.4. use of relevant hand and power tools including hammers, rasps, files and portable sanders c. Normal operator maintenance of tools and equipment d. Exposure to chemicals and hazardous substances e. Completion of job and product records and other relevant documentation f. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding use of materials and equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the welding of plastic b. Standard work practices including the safe use of plastic welding equipment and relevant hand and power tools and the storage, safe handling and disposal of materials associated with plastic welding c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of plastic welding equipment, hand and power tools and electrical equipment a.2. interpret work orders a.3. interpret typical equipment and materials specifications and instructions needed for the plastic welding process a.4. prepare material to be welded and set up welding equipment a.5. perform a variety of complex welds a.6. achieve a high degree of consistency in weld quality a.7. inspect completed work and specify any rectification necessary a.8. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.9. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. specific OH&S requirements associated with high frequency welding equipment a.3. hazards associated with heated plastics a.4. plastic welding principles and techniques a.5. operating principles of plastic welding equipment a.6. a wide range of plastic welding equipment, hand tools and power tools commonly used in the plastic welding process and their appropriateness for particular applications a.7. power sources such as single phase, three phase and weather protected outlets a.8. materials and equipment specifications a.9. relevant quality standards for plastic welds a.10. safety and environmental requirements of relevant industry and enterprise procedures a.11. general housekeeping policies and procedures a.12. 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. locate and interpret relevant technical information about plastic welding processes, materials and equipment b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 welding of plastic b. Access is required to information on specifications of materials to be used in welding, settings for welding equipment, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including hand tools, power tools and plastic welding equipment
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. describing procedures and consequences a.2. completing tasks a.3. identifying problems and faults 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. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of plastic welding equipment and welding requirements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry products and equipment c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-06CA Weld plastic materials – 3

Field: Production

This unit covers the skills required to weld plastic materials within the safe operating parameters of the equipment used.

ELEMENT	PERFORMANCE CRITERIA
1. Select welding process and plan the work	<ul style="list-style-type: none"> a. Nature of material to be welded is determined and an appropriate welding process is selected b. Work is planned to maximise safety and productivity c. Suitable electrical power outlets, if required, are identified d. Safe working environment is established
2. Prepare welding equipment	<ul style="list-style-type: none"> a. Appropriate hand-held, stationary or moving welding equipment is selected b. Welding equipment is checked for serviceability c. Power frequency is determined and set d. Correct 'power on' procedures are followed
3. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate hand and power tools are selected for the job b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Required tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
4. Perform welding	<ul style="list-style-type: none"> a. Surfaces of material are prepared for welding b. Material is laid out on working table or other suitable surface c. Material is anchored to prevent movement d. Equipment temperature or operating frequency is adjusted as appropriate e. Screens or barriers, where fitted, are lowered prior to welding process f. Operator and bystanders are kept at an appropriate distance or suitably protected where high frequency welding is being undertaken g. Welding equipment is operated in accordance with standard practice h. Weld area is examined or tested for correct fusion of materials i. Work piece is removed
5. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed work is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards b. Any areas in need of rework or rectification are identified and marked c. Rework is performed or other appropriate action arranged d. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
6. Clean up and maintain equipment	<ul style="list-style-type: none"> a. Work area is cleaned and tools and electrical equipment are stowed away b. Welding equipment is cleaned and maintained in accordance with enterprise requirements and manufacturer's specifications c. Programmed maintenance which is within the province of the operator is performed d. Supervisor is informed of any abnormal conditions needing maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require independence, discretion, judgement and acceptance of responsibility for overall work outcomes b. Work may involve planning and coordination of tasks and processes c. Work may involve interaction with other people in the workplace including supervisors and production personnel as well as interaction with manufacturers' representatives and external personnel d. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations e. Work is generally performed under minimal supervision
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of products and equipment including: <ul style="list-style-type: none"> b.1. welding of PVC, vinyls and clear plastics b.2. welding and repair of complex shapes such as pockets and curved hems and the use of dies in welding b.3. use of a wide range of welding equipment which may be complex and require multiple settings and fine adjustments, including foot controlled welder, hand welder, high frequency welder, hot air welder, edge welder, moving machine welder b.4. use of relevant hand and power tools including hammers, rasps, files and portable sanders c. Normal operator maintenance of tools and equipment d. Exposure to chemicals and hazardous substances e. Completion of job and product records and other relevant documentation f. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding use of materials and equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the welding of plastic b. Standard work practices including the safe use of plastic welding equipment and relevant hand and power tools and the storage, safe handling and disposal of materials associated with plastic welding c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of plastic welding equipment, hand and power tools and electrical equipment a.2. interpret work orders a.3. interpret complex equipment and materials specifications and instructions needed for the plastic welding process a.4. prepare material to be welded and set up welding equipment a.5. perform a variety of complex welds a.6. achieve a high degree of consistency in weld quality a.7. inspect completed work and specify any rectification necessary a.8. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.9. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. specific OH&S requirements associated with high frequency welding equipment a.3. hazards associated with heated plastics a.4. plastic welding principles and techniques a.5. operating principles of plastic welding equipment a.6. a wide range of general and specialised plastic welding equipment, hand tools and power tools used in the plastic welding process and their appropriateness for particular applications a.7. power sources such as single phase, three phase and weather protected outlets a.8. a wide range of general and specialised materials and equipment specifications a.9. relevant quality standards for plastic welds a.10. safety and environmental requirements of relevant industry and enterprise procedures a.11. general housekeeping policies and procedures a.12. 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. locate and interpret technical information about a wide range of plastic welding processes, materials and equipment b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 welding of plastic b. Access is required to information on specifications of materials to be used in welding, settings for welding equipment, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including hand tools, power tools and plastic welding equipment
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of plastic welding equipment and welding requirements

6. Context for assessment	a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry products and equipment c. Competency in this unit should be assessed in a holistic manner
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KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	1	1	2	2

LMTPTF-07AA Add reinforcements and attachments – 1

Field: Production

This unit covers the skills required to add reinforcing materials and attachments to canvas and sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Select procedures and plan the work	<ul style="list-style-type: none"> a. Required accessories, attachments and reinforcements, and nature of the materials involved are ascertained from work instructions b. Appropriate procedures for adding the accessories, attachments and reinforcements are ascertained from work instructions c. Work is sequenced to maximise safety and productivity
2. Prepare work area, set out workpiece and prepare items to be added	<ul style="list-style-type: none"> a. Safe working environment is established b. Suitable electrical power outlets, if required, are identified c. Workpiece is set out d. Assistance in handling the workpiece is obtained, if necessary
3. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate hand and power tools are selected for the job b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Required tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
4. Mark out workpiece for addition of required items	<ul style="list-style-type: none"> a. Items to be added are obtained, checked for correct features and operation, and prepared for fitting or attachment b. Datum points are located in accordance with work instructions c. Locations of accessories, attachments, reinforcements or openings are marked out on the workpiece in accordance with work instructions
5. Fit accessories	<ul style="list-style-type: none"> a. Items are inserted or fitted in accordance with enterprise requirements, customer requirements and accepted industry practice b. Simple reinforcements, gussets and corner pieces are stitched, riveted, welded or attached by other appropriate means c. Zippers, straps, buckles, eyelets, shorteners, lugs, webbing, velcro tags are inserted or attached
6. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed work is informally inspected to check that it appears to be of an acceptable standard b. Rework is performed or other appropriate action arranged c. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
7. Clean up and maintain equipment	<ul style="list-style-type: none"> a. Work area is cleaned and tools and equipment are stored away b. Maintenance which is within the province of the operator is performed c. Supervisor is informed of any abnormal conditions needing maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed in accordance with defined procedures/methods either individually or in a team environment b. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations c. Work is generally performed under direct supervision d. Formal inspection and quality checking of the work performed and decisions on rectification are not performed at this AQF level
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a limited range of products and equipment c. Work involving the attachment of simple reinforcements and accessories d. Use of relevant tools and equipment, including: <ul style="list-style-type: none"> d.1. hand tools such as lifting/hoisting equipment, measuring equipment, spanners, pliers, screwdrivers, knives, scissors, hacksaws, hammers, files d.2. power tools such as drills, electric staple guns, pop-riveting guns e. Normal minor operator maintenance of tools and equipment f. Exposure to chemicals and hazardous substances g. Completion of basic job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' instructions regarding use of materials and fitting of accessories, attachments and equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the addition of accessories, attachments and reinforcement b. Standard work practices including the safe use of relevant hand and power tools and the storage, and safe handling and disposal of waste materials c. Reporting actions which include verbal and simple written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, understanding information and instructions associated with workplace activities, and recording and simple reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of hand and power tools and electrical equipment a.2. understand work orders including simple drawings and attachment instructions a.3. understand basic fitting instructions for attachment and materials a.4. perform preparation and simple marking out of workpiece for addition of specified items a.5. fit specified items a.6. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.7. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-05AA and/or Unit LMTPTF-06AA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. typical attachments and fastening devices used in the canvas and sail industry and some of the ways in which they may be used and fitted a.3. typical reinforcing devices, screening materials and clear panel materials used in the canvas and sail industry and some of the ways in which they may be used and fitted a.4. typical hand tools and power tools used in fitting accessories, attachments and reinforcements a.5. power sources such as single phase, three phase and weather protected outlets a.6. relevant quality standards for attachment of reinforcements and associated products a.7. safety and environmental requirements of relevant industry and enterprise procedures a.8. general housekeeping policies and procedures a.9. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. apply work instructions and established procedures b.2. understand basic installation information relating to attachments and reinforcing materials b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 addition of attachments and reinforcements b. Access is required to basic fitting instructions for canvas and sail attachments and reinforcements and information on relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and equipment, including hand tools, power tools and canvas and sail attachments and reinforcements
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 problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas and sail products and associated accessories, attachments and reinforcements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated over a limited range of common industry products and equipment c. Competency in this unit should be assessed in a holistic manner

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

LMTPRTF-07BA Add reinforcements and attachments – 2

Field: Production

This unit covers the skills required to add reinforcing materials and attachments to canvas and sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Select procedures and plan the work	<ul style="list-style-type: none"> a. Required accessories, attachments and reinforcements, and nature of the materials involved are ascertained from specifications or work instructions b. Appropriate procedures for adding the accessories, attachments and reinforcements are determined c. Work is sequenced and planned to maximise safety and productivity
2. Prepare work area, set out workpiece and prepare items to be added	<ul style="list-style-type: none"> a. Safe working environment is established b. Suitable electrical power outlets, if required, are identified c. Workpiece is set out d. Assistance in handling the workpiece is obtained, if necessary
3. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate hand and power tools are selected for the job b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Required tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
4. Mark out workpiece for addition of required items	<ul style="list-style-type: none"> a. Items to be added are selected, checked for correct specification, features and operation, and prepared for fitting or attachment b. Datum points are established c. Locations of accessories, attachments, reinforcements or openings are plotted and marked out on the workpiece
5. Fit accessories	<ul style="list-style-type: none"> a. Items are inserted or fitted in accordance with enterprise requirements, customer requirements and accepted industry practice b. Complex reinforcements, gussets and corner pieces are stitched, riveted, welded or attached by other appropriate means c. Zippers, straps, buckles, eyelets, shorteners, lugs, webbing, velcro tags are inserted or attached
6. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed work is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards b. Any areas in need of rework or rectification are identified and marked c. Rework is performed or other appropriate action arranged d. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
7. Clean up and maintain equipment	<ul style="list-style-type: none"> a. Work area is cleaned and tools and equipment are stored away b. Maintenance which is within the province of the operator is performed c. Supervisor is informed of any abnormal conditions needing maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require independence, discretion, judgement and acceptance of responsibility for overall work outcomes b. Work may involve planning and coordination of tasks and processes c. Work may involve interaction with other people in the workplace including supervisors and production personnel d. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations e. Work is generally performed under minimal supervision
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a wide range of products and equipment c. Work involving the attachment of a wide range of reinforcements and accessories d. Use of relevant tools and equipment, including: <ul style="list-style-type: none"> d.1. hand tools such as lifting/hoisting equipment, measuring equipment, spanners, pliers, screwdrivers, knives, scissors, hacksaws, hammers, files d.2. power tools such as drills, electric staple guns, pop-riveting guns e. Normal operator maintenance of tools and equipment f. Exposure to chemicals and hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding use of materials and fitting of accessories, attachments and equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the addition of accessories, attachments and reinforcement b. Standard work practices including the safe use of relevant hand and power tools and the storage, and safe handling and disposal of waste materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of hand and power tools and electrical equipment a.2. interpret work orders including drawings and instructions specifying locations and methods of attachment a.3. interpret attachment and materials specifications and fitting instructions a.4. prepare and mark out workpiece for addition of specified items a.5. fit specified items a.6. inspect completed work and specify any rectification necessary a.7. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.8. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-05BA and/or Unit LMTPTF-06BA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. a wide range of attachments and fastening devices used in the canvas and sail industry and the ways in which they may be used and fitted a.3. a wide range of reinforcing devices, reinforcing materials, screening materials and clear panel materials used in the canvas and sail industry and the ways in which they may be used and fitted a.4. the range of hand tools and power tools used in fitting accessories, attachments and reinforcements and their appropriateness for particular applications a.5. power sources such as single phase, three phase and weather protected outlets a.6. materials and equipment specifications a.7. relevant quality standards for attachment of reinforcements and associated products a.8. safety and environmental requirements of relevant industry and enterprise procedures a.9. general housekeeping policies and procedures a.10. 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. locate and interpret technical information about attachments and reinforcing materials and their installation b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 addition of attachments and reinforcements b. Access is required to information and specifications on canvas and sail attachments and reinforcements, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and equipment, including hand tools, power tools and canvas and sail attachments and reinforcements

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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas and sail products and associated accessories, attachments and reinforcements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated over a wide a range industry products and equipment c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-08AA Add accessories – 1

Field: Production

This unit covers the skills required to fit accessories to canvas and sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Select procedures and plan the work	<ul style="list-style-type: none"> a. Required accessories, attachments and reinforcements, and nature of the materials involved are determined from work instructions b. Appropriate procedures for adding the accessories, attachments and reinforcements are determined from work instructions c. Work is sequenced to maximise safety and productivity
2. Prepare work area, set out workpiece and prepare items to be added	<ul style="list-style-type: none"> a. Safe working environment is established b. Suitable electrical power outlets, if required, are identified c. Workpiece is set out d. Assistance in handling the workpiece is obtained, if necessary e. Items to be added are checked for correct features and operation, and prepared for fitting or attachment
3. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate hand and power tools are selected for the job b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Required tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
4. Mark out workpiece or identify marked positions for addition of required items	<ul style="list-style-type: none"> a. Marked locations for fitting of accessories, attachments, reinforcements or openings are identified on the workpiece
5. Fit accessories	<ul style="list-style-type: none"> a. Items are inserted or fitted in accordance with enterprise requirements, customer requirements and accepted industry practice
6. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed work is informally inspected to verify that it appears to be of an acceptable standard b. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
7. Clean up and maintain equipment	<ul style="list-style-type: none"> a. Work area is cleaned and tools and equipment are stored away b. Maintenance which is within the province of the operator is performed c. Supervisor is informed of any abnormal conditions needing maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed in accordance with defined procedures/methods either individually or in a team environment b. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations c. Work is generally performed under direct supervision d. Formal inspection and quality checking of the work performed and decisions on rectification are not performed at this AQF level
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a limited range of products and equipment c. Insertion or attachment of items such as insect screening, weather strips and screens, clear view panels, fibre and/or wire strand ropes, eyelets, turn-buttons and lifta-dots d. Use of relevant tools and equipment, including: <ul style="list-style-type: none"> d.1. hand tools such as lifting/hoisting equipment, measuring equipment, spanners, pliers, screwdrivers, knives, scissors, hacksaws, hammers, files d.2. power tools such as drills, electric staple guns, pop-riveting guns e. Normal operator maintenance of tools and equipment f. Exposure to chemicals and hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' basic instructions regarding use of materials and fitting of accessories, attachments and equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the addition of accessories, attachments and reinforcement b. Standard work practices including the safe use of relevant hand and power tools and the storage, and safe handling and disposal of waste materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, understanding information and instructions associated with workplace activities, and simple recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of hand and power tools and electrical equipment a.2. understand work orders and follow job instructions relating to adding accessories a.3. understand basic accessory and materials fitting instructions a.4. perform preparation and simple marking out of workpiece for addition of specified items a.5. insert or fit specified items a.6. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.7. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-05AA and/or Unit LMTPTF-06AA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. typical accessories and fastening devices used in the canvas and sail industry and the ways in which they may be used and fitted a.3. typical hand tools and power tools used in fitting accessories and their appropriateness for particular applications a.4. power sources such as single phase, three phase and weather protected outlets a.5. relevant quality standards for insertion and attachment of accessories a.6. safety and environmental requirements of relevant industry and enterprise procedures a.7. general housekeeping policies and procedures a.8. 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. understand basic installation information relating to accessories, and their installation b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 addition of accessories b. Access is required to basic fitting instructions for canvas and sail accessories, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and equipment, including hand tools, power tools and canvas and sail accessories
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 problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas and sail products and associated accessories, attachments and reinforcements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated over a limited range of typical industry products and equipment c. Competency in this unit should be assessed in a holistic manner

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

LMTPRTF-08BA Add accessories – 2

Field: Production

This unit covers the skills required to fit accessories to canvas and sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Select procedures and plan the work	<ul style="list-style-type: none"> a. Required accessories, attachments and reinforcements, and nature of the materials involved are ascertained from specifications or work instructions b. Appropriate procedures for adding the accessories, attachments and reinforcements are determined in accordance with work requirements and instructions c. Work is planned to maximise safety and productivity
2. Prepare work area, set out workpiece and prepare items to be added	<ul style="list-style-type: none"> a. Safe working environment is established b. Suitable electrical power outlets, if required, are identified c. Workpiece is set out or item to which accessories are to be fitted is prepared d. Assistance in handling the workpiece is obtained, if necessary e. Items to be added are checked for correct features and operation, and prepared for fitting or attachment
3. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate hand and power tools are selected for the job b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Required tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
4. Mark out workpiece or identify marked positions for addition of required items	<ul style="list-style-type: none"> a. Datum points are established b. Locations of accessories, attachments, reinforcements or openings are marked out on the workpiece in accordance with work instructions
5. Fit accessories	<ul style="list-style-type: none"> a. Items are inserted or fitted in accordance with enterprise requirements, customer requirements and accepted industry practice
6. Inspection, quality, labelling and documentation	<ul style="list-style-type: none"> a. Completed work is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards b. Any areas in need of rework or rectification are identified and marked c. Rework is performed or other appropriate action arranged d. Completed product is labelled or tagged and any necessary documentation completed in accordance with enterprise procedures
7. Clean up and maintain equipment	<ul style="list-style-type: none"> a. Work area is cleaned and tools and equipment are stored away b. Maintenance which is within the province of the operator is performed c. Supervisor is informed of any abnormal conditions needing maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of products and equipment c. Insertion or attachment of items such as insect screening, weather strips and screens, clear view panels, fibre and/or wire strand ropes, eyelets, turn-buttons and lifta-dots. Also braces and supports which are riveted into position (tensioned structures only) d. Use of relevant tools and equipment, including: <ul style="list-style-type: none"> d.1. hand tools such as lifting/hoisting equipment, measuring equipment, spanners, pliers, screwdrivers, knives, scissors, hacksaws, hammers, files d.2. power tools such as drills, electric staple guns, pop-riveting guns e. Normal operator maintenance of tools and equipment f. Exposure to chemicals and hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding use of materials and fitting of accessories, attachments and equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the addition of accessories, attachments and reinforcement b. Standard work practices including the safe use of relevant hand and power tools and the storage, and safe handling and disposal of waste materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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"> comply with all relevant safety requirements including safe use of hand and power tools and electrical equipment interpret work orders and job instructions relating to adding accessories interpret accessory and materials specifications and fitting instructions prepare and mark out workpiece for addition of specified items insert or fit specified items inspect completed work and specify any rectification necessary perform normal operator maintenance of work area to enable work to be conducted safely and efficiently document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-05BA and/or Unit LMTPTF-06BA
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures the range of accessories and fastening devices used in the canvas and sail industry and the ways in which they may be used and fitted screening and clear panel materials used in the canvas and sail industry and the ways in which they may be used and fitted the range of hand tools and power tools used in fitting accessories and their appropriateness for particular applications power sources such as single phase, three phase and weather protected outlets materials and equipment specifications relevant quality standards for insertion and attachment of accessories safety and environmental requirements of relevant industry and enterprise procedures general housekeeping policies and procedures recording and reporting procedures b. Underpinning skills to: <ol style="list-style-type: none"> interpret and apply work instructions and established procedures locate and interpret technical information about accessories and their installation use relevant hand and power tools use relevant chemicals and cleaning agents and dispose of waste products maintain work area apply all relevant safety practices communicate effectively within the workplace document and transfer information
4. Resource implications	a. Access is required to real or appropriately simulated situations involving the addition of accessories b. Access is required to information and specifications on canvas and sail accessories, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and equipment, including hand tools, power tools and canvas and sail accessories
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> establishing plans describing procedures and consequences completing tasks identifying problems and faults applying safety precautions relevant to the task 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas and sail products and associated accessories, attachments and reinforcements
6. Context for assessment	a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated over a wide range of typical industry products and equipment c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-09AA Use adhesives – 1

Field: Production

This unit covers the skills required to select and safely use adhesives on canvas and sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Preparation of work area	<ul style="list-style-type: none"> a. Safe working environment is established b. Suitable electrical power outlets are identified, if required c. Work is sequenced to maximise safety and productivity
2. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate hand tools, power tools and electrical equipment are obtained for the work to be performed b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
3. Selection of adhesives and preparation for their use	<ul style="list-style-type: none"> a. Nature of materials to be joined is ascertained b. Specified adhesives are obtained c. Appropriate tools and materials are selected for preparation of workpiece surfaces and application of adhesive d. Adhesive manufacturer's OH&S requirements are checked and prescribed precautions taken before adhesives are used e. Adhesive is prepared to manufacturer's instructions
4. Application of adhesive and bonding of materials	<ul style="list-style-type: none"> a. Workpiece surfaces are prepared for application of adhesive b. Workpiece surfaces to be bonded are anchored or otherwise stabilised c. Adhesive is applied in accordance with recommended practice and surfaces are joined d. Joins are allowed to cure for specified time e. Where appropriate, heat to assist in curing the joins is applied to the workpiece in accordance with safe working practice
5. Inspection and rectification	<ul style="list-style-type: none"> a. Workpiece is removed and joins are informally inspected and tested for strength b. Results of informal inspection are verified by supervisor and appropriate action is taken regarding rework or rectification, if necessary
6. Clean up and documentation	<ul style="list-style-type: none"> a. Product is prepared for inspection b. Work area is cleaned and tools and equipment are cleaned and stored in accordance with safe working practice c. Remaining adhesive is safely disposed of or stored in a safe, secure location d. Work records are completed in accordance with enterprise requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed in accordance with defined procedures/methods either individually or in a team environment b. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations c. Work is generally performed under direct supervision d. Formal inspection and quality checking of the work performed and decisions on rectification are not performed at this AQF level
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of products c. Establishment of a safe working environment requirements including: <ul style="list-style-type: none"> c.1. provision of adequate ventilation c.2. elimination of hazardous conditions such as naked flames or other sources of ignition c.3. cleared working area to allow workpieces and materials to be set out d. Use of hand and power tools normally applicable to the tasks involved, including: <ul style="list-style-type: none"> d.1. glue/adhesive applicators, abrasive materials d.2. power tools such as spray guns, portable ventilation fans, hot air dryers, heat lamps e. Normal operator maintenance of tools and equipment including clearing and cleaning of spray guns f. Exposure to chemicals or hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' instructions regarding use of adhesives and application equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the bonding of materials with adhesives b. Standard work practices, including: <ul style="list-style-type: none"> b.1. safe use of adhesive application tools and equipment b.2. storage, handling and disposal of adhesives, solvents and associated materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, understanding information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of adhesives, solvents, hand tools and electrical equipment a.2. follow work orders a.3. understand equipment and materials instructions applicable to the use of adhesives a.4. prepare product to be bonded and set up adhesive application equipment a.5. perform bonding process a.6. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.7. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. health, fire and explosion hazards associated with the use of volatile or toxic adhesives and solvents, and specific OH&S requirements regarding their use, safe handling and storage a.3. the range of canvas products in common use a.4. basic bonding principles and techniques a.5. commonly used glues, adhesives and solvents a.6. basic curing characteristics of commonly used adhesives and the effects of atmospheric conditions a.7. basic quality standards for bonding processes a.8. safety and environmental requirements of relevant industry and enterprise procedures a.9. general housekeeping policies and procedures a.10. 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. locate and interpret technical information about canvas products, adhesives and equipment used in bonding processes b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 bonding of canvas products b. Access is required to basic information on materials used in bonding, relevant safety procedures and regulations, basic quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including relevant hand tools and power tools
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 problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas products and adhesives
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry canvas products and adhesives c. Competency in this unit should be assessed in a holistic manner

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	2	1

LMTPTF-09BA Use adhesives – 2

Field: Production

This unit covers the skills required to select and safely use adhesives on canvas and sail products.

ELEMENT	PERFORMANCE CRITERIA
1. Preparation of work area	<ul style="list-style-type: none"> a. Safe working environment is established b. Suitable electrical power outlets are identified, if required c. Work is planned to maximise safety and productivity
2. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate hand tools, power tools and electrical equipment are selected for the work to be performed b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
3. Selection of adhesives and preparation for their use	<ul style="list-style-type: none"> a. Nature of materials to be joined is determined b. Appropriate adhesives are selected c. Appropriate tools and materials are selected for preparation of workpiece surfaces and application of adhesive d. Adhesive manufacturer's OH&S requirements are checked and prescribed precautions taken before adhesives are used e. Adhesive is prepared to manufacturer's specification
4. Application of adhesive and bonding of materials	<ul style="list-style-type: none"> a. Workpiece surfaces are prepared for application of adhesive b. Workpiece surfaces to be bonded are anchored or otherwise stabilised c. Adhesive is applied in accordance with recommended practice and surfaces are joined d. Joins are allowed to cure for specified time e. Where appropriate, heat to assist in curing the joins is applied to the workpiece in accordance with safe working practice
5. Inspection and rectification	<ul style="list-style-type: none"> a. Workpiece is removed and joins are inspected and tested for strength to ensure they meet specification b. Appropriate action is taken regarding rework or rectification, if necessary
6. Clean up and documentation	<ul style="list-style-type: none"> a. Product is prepared for storage or dispatch as required b. Work area is cleaned and tools and equipment are cleaned and stored in accordance with safe working practice c. Remaining adhesive is safely disposed of or stored in a safe, secure location d. Work records are completed in accordance with enterprise requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel and consultation with customers c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of products c. Establishment of a safe working environment requirements including: <ul style="list-style-type: none"> c.1. provision of adequate ventilation c.2. elimination of hazardous conditions such as naked flames or other sources of ignition c.3. cleared working area to allow workpieces and materials to be set out d. Use of hand and power tools normally applicable to the tasks involved, including: <ul style="list-style-type: none"> d.1. glue/adhesive applicators, abrasive materials d.2. power tools such as spray guns, portable ventilation fans, hot air dryers, heat lamps e. Normal operator maintenance of tools and equipment including clearing and cleaning of spray guns f. Exposure to chemicals or hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding use of adhesives and application equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the bonding of materials with adhesives b. Standard work practices, including: <ul style="list-style-type: none"> b.1. safe use of adhesive application tools and equipment b.2. storage, handling and disposal of adhesives, solvents and associated materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of adhesives, solvents, hand and power tools and electrical equipment a.2. interpret work orders a.3. interpret equipment and materials specifications, and instructions applicable to the use of adhesives a.4. prepare product to be bonded and set up adhesive application equipment a.5. perform bonding process a.6. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.7. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. health, fire and explosion hazards associated with the use of volatile or toxic adhesives and solvents, and specific OH&S requirements regarding their use, safe handling and storage a.3. the range of canvas products used in the industry a.4. bonding principles and techniques a.5. a wide range of glues, adhesives and solvents used and their specifications and appropriateness for particular applications a.6. curing characteristics of various adhesives and the effects of atmospheric conditions a.7. relevant quality standards for bonding processes a.8. safety and environmental requirements of relevant industry and enterprise procedures a.9. general housekeeping policies and procedures a.10. 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. locate and interpret technical information about canvas products, adhesives and equipment used in bonding processes b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 bonding of canvas products b. Access is required to information on specifications of materials used in bonding, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including relevant hand tools and power tools
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas products and adhesives
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a wide range of typical industry canvas products and adhesives c. Competency in this unit should be assessed in a holistic manner

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

LMPRTF-10AA Install products on and off site – 1

Field: Production

This unit covers the skills required to install canvas and sail products both on site and off site.

ELEMENT	PERFORMANCE CRITERIA
1. Site preparation	<ul style="list-style-type: none"> a. Site for service provision is prepared b. Sequence of task operations is planned c. Suitable electrical power outlets are identified d. Ladders, steps or bosun's chair are set up as required e. Additional assistance, if required, is arranged
2. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate tools are selected for the job b. Tools are inspected for damage, missing components or other defects (including frayed power cords where applicable) prior to use c. Safe working environment for tool use is established d. Extension power cables are checked for knots and insulation damage and are safely supported when working overhead e. Electrical tools are safely connected to power supply f. Safety equipment is used in accordance with OH&S requirements g. Tools are used in accordance with safe working practices h. Tools are located in a safe position when not in use i. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
3. Use ladder, steps, bosun's chair or other device	<ul style="list-style-type: none"> a. Ladders or other devices such as steps or bosun's chair are appropriately selected for the tasks b. Ladder or other device is secured and adequately supported c. Appropriate barriers and signs are erected when working overhead d. Assistance is used as necessary when working above the ground or deck
4. Fit products	<ul style="list-style-type: none"> a. Appropriate marking tools and measuring equipment are used to mark out fitting positions b. Products to be installed are checked to ensure they meet specifications and are fit for their intended purpose c. Appropriate ladders or other devices are used to gain height advantage d. Appropriate tools are used to drill and prepare locating holes e. Products are safely lifted or lowered into position f. Appropriate fastenings are used to attach or anchor product g. Pulleys or sheave blocks are fitted h. Ropes or cables are threaded or attached as necessary and stays or other fastenings are fitted i. Work area is cleaned up after fitting j. Appropriate OH&S precautions are applied during all phases of the task
5. Inspection and quality checking	<ul style="list-style-type: none"> a. Completed work is inspected to verify that the products and installation work meet job specifications and relevant enterprise and industry quality standards b. Products are checked for correct fit, correct installation and correct operation after installation c. Rework or rectification requirements are determined d. Rework/rectification is performed or other appropriate action is taken
6. Demonstrate and provide customer information	<ul style="list-style-type: none"> a. Product use and operating information is supplied to customer b. Product is demonstrated to customer c. Customer questions are answered
7. Clean up	<ul style="list-style-type: none"> a. Work area is cleaned up b. Tools, ladders, bosun's chair or other equipment is cleaned and stowed away c. Project documentation is completed d. Customer signature is obtained, if required

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require independence, discretion, judgement and acceptance of responsibility for overall work outcomes b. Work may involve planning and coordination of tasks and processes c. Work may involve interaction with other enterprise personnel d. Work may involve contact with enterprise clients, manufacturers' representatives and other external personnel e. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations f. Work is generally performed under minimal supervision g. This unit does not apply to the installation of architectural sails (tensioned structures) which require site engineered fastenings, cabling and anchorages
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 indoor workplaces a.2. operational outdoor workplaces a.3. restricted or confined spaces a.4. hazardous or exposed conditions including working aloft using scaffolding, cherry picker and bosun's chair b. Work undertaken in accordance with established procedures on a range of products and equipment including: <ul style="list-style-type: none"> b.1. attachment of products to timber, metal and brick structures b.2. preparation of, and attachment to footings and poles b.3. installation of a wide range of products including large and complex blinds, awnings, annexes and sails b.4. construction and assembly of products on site c. Use of hand tools, power tools and associated equipment normally applicable to the tasks involved, including: <ul style="list-style-type: none"> c.1. hand tools such as hammers, punches, hand drills, saws, hacksaws, rasps, wire brushes, pop-rivets, and expanding bolts c.2. power tools such as portable electric drills, routers, portable sanders, abrasive disk cutting equipment and electric punches c.3. equipment for working aloft such as ladders, steps, scaffolding, cherry picker and bosun's chair d. Normal operator maintenance of tools and equipment e. Exposure to chemicals or other hazardous substances f. Completion of job and product records and other relevant documentation g. Interaction with other workplace personnel, clients and external personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Product and equipment manufacturers' specifications, installation procedures and operating instructions b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the installation, operation and maintenance of relevant products and equipment b. Standard work practices including the safe use of power tools, ladders and lifting devices (e.g. block and tackle) and storage, safe handling and disposal of waste materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of ladders, bosun's chair, load hoisting equipment and electrical equipment a.2. interpret work orders a.3. interpret product, and equipment specifications needed for installation and operation a.4. perform normal installation and setting of products and equipment a.5. inspect and test operation of installed products and equipment a.6. specify any rectification necessary a.7. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.8. document and communicate work related information including reporting of faults and other problems which do not fall within the operator's province
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. electrical and general workplace hazards and means of identifying them a.3. operating principles of products and associated equipment to be installed a.4. the range of hand tools, power tools, measuring devices and other equipment used in the installation process, and their operating principles and appropriateness for particular applications a.5. power sources such as single phase, three phase and weather protected outlets a.6. format of product and equipment specifications a.7. setting and adjustment principles and processes for products and equipment being installed a.8. comprehensive knowledge of typical problems of products and associated equipment and their rectification procedures a.9. relevant product quality standards for products and equipment installed a.10. safety and environmental requirements of relevant industry and enterprise procedures including use of equipment for working aloft a.11. general housekeeping policies and procedures a.12. mathematical processes used in the installation and checking processes a.13. 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. locate and interpret technical information about products and their installation b.3. use relevant hand and power tools b.4. use equipment for working aloft such as extension ladders, scaffolding, cherry picker and bosun's chair b.5. use lubricants, adhesives, sealants, chemicals and cleaning agents and dispose of waste products b.6. maintain work area b.7. identify electrical and workplace hazards b.8. apply all relevant safety practices b.9. communicate effectively within the workplace b.10. 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 installation and fitting of canvas and sail products b. Access is required to information on specifications of products and equipment to be installed, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including ladders, steps, scaffolding, cherry picker, bosun's chair, hand tools, power tools and various fastening devices

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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of products, equipment and installation requirements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry products and equipment c. Competency in this unit should be assessed in a holistic manner

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

LMPRTF-10BA Install products on and off site – 2

Field: Production

This unit covers the skills required to install canvas and sail products both on site and off site.

ELEMENT	PERFORMANCE CRITERIA
1. Site preparation	<ul style="list-style-type: none"> a. Site for service provision is prepared b. Sequence of task operations is planned c. Suitable electrical power outlets are identified d. Ladders, steps or bosun's chair are set up as required e. Additional assistance, if required, is arranged
2. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate tools are selected for the job b. Tools are inspected for damage, missing components or other defects (including frayed power cords where applicable) prior to use c. Safe working environment for tool use is established d. Extension power cables are checked for knots and insulation damage and are safely supported when working overhead e. Electrical tools are safely connected to power supply f. Safety equipment is used in accordance with OH&S requirements g. Tools are used in accordance with safe working practices h. Tools are located in a safe position when not in use i. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
3. Use ladder, steps, bosun's chair or other device	<ul style="list-style-type: none"> a. Ladders or other devices such as steps or bosun's chair are appropriately selected for the tasks b. Ladder or other device is secured and adequately supported c. Appropriate barriers and signs are erected when working overhead d. Assistance is used as necessary when working above the ground or deck
4. Fitting products	<ul style="list-style-type: none"> a. Appropriate marking tools and measuring equipment are used to mark out fitting positions b. Products to be installed are checked to ensure they meet specifications and are fit for their intended purpose c. Appropriate ladders or other devices are used to gain height advantage d. Appropriate tools are used to drill and prepare locating holes e. Products are safely lifted or lowered into position f. Appropriate fastenings are used to attach or anchor product g. Pulleys or sheave blocks are fitted h. Ropes or cables are threaded or attached as necessary and stays or other fastenings are fitted i. Work area is cleaned up after fitting j. Appropriate OH&S precautions are applied during all phases of the task
5. Inspection and quality checking	<ul style="list-style-type: none"> a. Completed work is inspected to verify that the products and installation work meet job specifications and relevant enterprise and industry quality standards b. Products are checked for correct fit, correct installation and correct operation after installation c. Rework or rectification requirements are determined d. Rework/rectification is performed or other appropriate action is taken
6. Demonstrate and provide customer information	<ul style="list-style-type: none"> d. Product use and operating information is supplied to customer e. Product is demonstrated to customer f. Customer questions are answered
7. Clean up	<ul style="list-style-type: none"> e. Work area is cleaned up f. Tools, ladders, bosun's chair or other equipment is cleaned and stowed away g. Project documentation is completed h. Customer signature is obtained, if required

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require independence, discretion, judgement and acceptance of responsibility for overall work outcomes b. Work may involve planning and coordination of tasks and processes c. Work may involve interaction with other enterprise personnel d. Work may involve contact with enterprise clients, manufacturers' representatives and other external personnel e. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations f. Work is generally performed under minimal supervision g. This unit does not apply to the installation of architectural sails (tensioned structures) which require site engineered fastenings, cabling and anchorages
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 indoor workplaces a.2. operational outdoor workplaces a.3. restricted or confined spaces a.4. hazardous or exposed conditions including working aloft using scaffolding, cherry picker and bosun's chair b. Work undertaken in accordance with established procedures on a range of products and equipment including: <ul style="list-style-type: none"> b.1. attachment of products to timber, metal and brick structures b.2. preparation of, and attachment to footings and poles b.3. installation of a wide range of products including large and complex blinds, awnings, annexes and sails b.4. construction and assembly of products on site c. Use of hand tools, power tools and associated equipment normally applicable to the tasks involved, including: <ul style="list-style-type: none"> c.1. hand tools such as hammers, punches, hand drills, saws, hacksaws, rasps, wire brushes, pop-rivets, and expanding bolts c.2. power tools such as portable electric drills, routers, portable sanders, abrasive disk cutting equipment and electric punches c.3. equipment for working aloft such as ladders, steps, scaffolding, cherry picker and bosun's chair d. Normal operator maintenance of tools and equipment e. Exposure to chemicals or other hazardous substances f. Completion of job and product records and other relevant documentation g. Interaction with other workplace personnel, clients and external personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Product and equipment manufacturers' specifications, installation procedures and operating instructions b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the installation, operation and maintenance of relevant products and equipment b. Standard work practices including the safe use of power tools, ladders and lifting devices (e.g. block and tackle) and storage, safe handling and disposal of waste materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of ladders, bosun's chair, load hoisting equipment and electrical equipment a.2. interpret work orders a.3. interpret product, and equipment specifications needed for installation and operation a.4. perform normal installation and setting of products and equipment a.5. inspect and test operation of installed products and equipment a.6. specify any rectification necessary a.7. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.8. document and communicate work related information including reporting of faults and other problems which do not fall within the operator's province
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. electrical and general workplace hazards and means of identifying them a.3. operating principles of products and associated equipment to be installed a.4. the range of hand tools, power tools, measuring devices and other equipment used in the installation process, and their operating principles and appropriateness for particular applications a.5. power sources such as single phase, three phase and weather protected outlets a.6. format of product and equipment specifications a.7. setting and adjustment principles and processes for products and equipment being installed a.8. comprehensive knowledge of typical problems of products and associated equipment and their rectification procedures a.9. relevant product quality standards for products and equipment installed a.10. safety and environmental requirements of relevant industry and enterprise procedures including use of equipment for working aloft a.11. general housekeeping policies and procedures a.12. mathematical processes used in the installation and checking processes a.13. 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. locate and interpret technical information about products and their installation b.3. use ropes and tackle for lifting b.4. use relevant hand and power tools b.5. use equipment for working aloft such as extension ladders, scaffolding, cherry picker and bosun's chair b.6. use lubricants, adhesives, sealants, chemicals and cleaning agents and dispose of waste products b.7. maintain work area b.8. identify electrical and workplace hazards b.9. apply all relevant safety practices b.10. communicate effectively within the workplace b.11. 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 installation and fitting of canvas and sail products b. Access is required to information on specifications of products and equipment to be installed, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including ladders, steps, scaffolding, cherry picker, bosun's chair, hand tools, power tools and various fastening devices

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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of products, equipment and installation requirements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry products and equipment c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-11AA Waterproof canvas products – 1

Field: Production

This unit covers the skills required to restore the waterproof characteristics of older canvas products.

ELEMENT	PERFORMANCE CRITERIA
1. Select waterproofing agents, plan work and prepare work area	<ul style="list-style-type: none"> a. Waterproofing agents are selected in accordance with job instructions b. Work is planned to maximise safety and productivity c. Suitable electrical power outlets are identified, if required d. Safe working environment is established
2. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate hand and power tools are selected for the job b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Required tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
3. Clean, inspect and report on condition of product to be waterproofed	<ul style="list-style-type: none"> a. Product is laid or hung out for examination b. Product is inspected and areas of weakness or damage are identified c. Results of product inspection are reported to supervisor, and authorisation is obtained for repairs or other treatment to be performed d. Workplace records regarding condition of product and authorisation for repair and/or treatment are completed
4. Repair product and apply waterproofing agent	<ul style="list-style-type: none"> a. Repairs are performed in accordance with authorisation and enterprise procedures b. Work area is isolated from other unprotected workers c. Product is hung if necessary d. Product is cleaned prior to waterproofing e. Waterproofing agent is applied and allowed to air dry f. Spillage or excess waterproofing agent is cleaned up in accordance with enterprise procedures and environmental regulations g. Waste products are disposed of in accordance with enterprise procedures and environmental regulations
5. Test waterproofing and rework if necessary	<ul style="list-style-type: none"> a. Product is tested for waterproofing effectiveness b. Supervisor confirms result of waterproofing test and decides if further treatment is necessary c. Waterproofing agent is reapplied if necessary
6. Store or despatch product and clean work area	<ul style="list-style-type: none"> a. Product is removed and folded for storage or dispatch as required b. Waterproofing equipment is cleaned and maintained in accordance with manufacturer's specifications c. Documentation is completed in accordance with enterprise requirements d. Work area is cleaned and tools and electrical equipment are returned to storage

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed in accordance with defined procedures/methods either individually or in a team environment b. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations c. Work is generally performed under direct supervision d. Formal inspection and quality checking of the work performed and decisions on rectification are not performed at this AQF level
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of products c. Use of hand and power tools normally applicable to the tasks involved, including: <ul style="list-style-type: none"> c.1. brushes, brooms, rollers, spray guns and other tools for applying waterproofing agents c.2. knives, scissors, sewing implements and other hand tools for minor repairs to products prior to waterproofing c.3. power tools such as portable ventilation fans, heat lamps d. Normal operator maintenance of tools and equipment e. Exposure to chemicals or hazardous substances f. Completion of job and product records and other basic relevant documentation g. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' instructions regarding use of waterproofing agents and equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the waterproofing of materials b. Standard work practices including the safe use of waterproofing agents equipment and relevant hand and power tools and the storage, safe handling and disposal of materials associated with waterproofing c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, understanding information and instructions associated with workplace activities, and simple recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of waterproofing agents, hand and power tools and electrical equipment a.2. understand work orders and follow work instructions a.3. understand equipment and materials instructions needed for the waterproofing process a.4. prepare product to be waterproofed and set up waterproofing equipment a.5. perform waterproofing process a.6. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.7. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. specific OH&S requirements associated with the use of volatile or toxic products a.3. explosion and fire hazards associated with volatile solvents a.4. basic waterproofing principles and techniques a.5. types of canvas in common use a.6. waterproofing agents commonly used a.7. relevant quality standards for waterproofing processes a.8. safety and environmental requirements of relevant industry and enterprise procedures a.9. general housekeeping policies and procedures a.10. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. understand and apply work instructions and established procedures b.2. understand basic information about canvas products, waterproofing agents and equipment used in waterproofing processes b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 waterproofing of canvas products b. Access is required to basic information on materials used in waterproofing, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including relevant hand tools and power tools
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 problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas products and waterproofing requirements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated over a limited range of typical industry canvas products and waterproofing agents c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-11BA Waterproof canvas products – 2

Field: Production

This unit covers the skills required to restore the waterproof characteristics of older canvas products.

ELEMENT	PERFORMANCE CRITERIA
1. Select waterproofing agents, plan work and prepare work area	<ul style="list-style-type: none"> a. Nature of product to be waterproofed is determined and appropriate waterproofing agents are selected b. Work is planned to maximise safety and productivity c. Suitable electrical power outlets are identified, if required d. Safe working environment is established
2. Tool selection, use and storage	<ul style="list-style-type: none"> a. Appropriate hand and power tools are selected for the job b. Tools are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Required tasks are performed using tools in accordance with safe working practices g. Tools are located in a safe position when not in use h. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
3. Clean, inspect and report on condition of product to be waterproofed	<ul style="list-style-type: none"> a. Product is laid or hung out for examination b. Product is inspected and areas of weakness or damage are identified c. Results of product inspection are reported to supervisor or client, and authorisation is obtained for repairs or other treatment to be performed d. Workplace records regarding condition of product and authorisation for repair and/or treatment are completed
4. Repair product and apply waterproofing agent	<ul style="list-style-type: none"> a. Repairs are performed in accordance with authorisation and enterprise procedures b. Work area is isolated from other unprotected workers c. Product is hung if necessary d. Product is cleaned prior to waterproofing e. Waterproofing agent is applied and allowed to air dry f. Spillage or excess waterproofing agent is cleaned up in accordance with enterprise procedures and environmental regulations g. Waste products are disposed of in accordance with enterprise procedures and environmental regulations
5. Test waterproofing and rework if necessary	<ul style="list-style-type: none"> a. Product is tested for waterproofing effectiveness b. Waterproofing agent is reapplied if necessary
6. Store or despatch product and clean work area	<ul style="list-style-type: none"> a. Product is removed and folded for storage or dispatch as required b. Waterproofing equipment is cleaned and maintained in accordance with manufacturer's specifications c. Documentation is completed in accordance with enterprise requirements d. Work area is cleaned and tools and electrical equipment are returned to storage

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of products c. Use of hand and power tools normally applicable to the tasks involved, including: <ul style="list-style-type: none"> c.1. brushes, brooms, rollers, spray guns and other tools for applying waterproofing agents c.2. knives, scissors, sewing implements and other hand tools for minor repairs to products prior to waterproofing c.3. power tools such as portable ventilation fans, heat lamps d. Normal operator maintenance of tools and equipment e. Exposure to chemicals or hazardous substances f. Completion of job and product records and other relevant documentation g. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Manufacturers' specifications and instructions regarding use of waterproofing agents and equipment b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the waterproofing of materials b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices including the safe use of waterproofing agents equipment and relevant hand and power tools and the storage, safe handling and disposal of materials associated with waterproofing 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 reporting of work outcomes f. Quality requirements determined by customer, enterprise, and application of Australian and international standards g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary h. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials 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. comply with all relevant safety requirements including safe use of waterproofing agents, hand and power tools and electrical equipment a.2. interpret work orders and carry out instructions a.3. interpret equipment and materials specifications and instructions needed for the waterproofing process a.4. prepare product to be waterproofed and set up waterproofing equipment a.5. perform waterproofing process a.6. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.7. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. specific OH&S requirements associated with the use of volatile or toxic products a.3. explosion and fire hazards associated with volatile solvents a.4. general waterproofing principles and techniques a.5. the range of canvas products used in the industry a.6. the range of waterproofing agents used in the industry and their specifications and appropriateness for particular applications a.7. relevant quality standards for waterproofing processes a.8. safety and environmental requirements of relevant industry and enterprise procedures a.9. general housekeeping policies and procedures a.10. 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. locate and interpret technical information about canvas products, waterproofing agents and equipment used in waterproofing processes b.3. use relevant hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 waterproofing of canvas products b. Access is required to information on specifications of materials used in waterproofing, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including relevant hand tools and power tools
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas products and waterproofing requirements
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated over a wide range of typical industry canvas products and waterproofing agents c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-12AA Cut, bend and shape metals – 1

Field: Production

This competency covers the skills required to cut prescribed lengths of metal bar stock and to bend the lengths into various shapes by hand or with the aid of formers.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for task and select material	<ul style="list-style-type: none"> a. Safe working environment is established b. Specifications of material to be used and shape to be formed are obtained c. Sequence of task operations is planned d. Required length of material is calculated e. Appropriate section material is selected to meet specification f. Suitable length of material stock is chosen for cutting so as to minimise waste g. Material to be cut is moved to work area
2. Select, use, store hand and power tools	<ul style="list-style-type: none"> a. Appropriate hand and power tools are selected for the task b. Tools are inspected for damage, missing components or other defects (including frayed power cords where applicable) prior to use c. Safe working environment for tool use is established d. Extension power cables are checked for knots and insulation damage and are safely supported when used overhead e. Electrical tools are safely connected to power supply f. Safety equipment is used during tool operation in accordance with OH&S requirements g. Tools are used in accordance with safe working practices h. Tools are located in a safe position when not in use i. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
3. Prepare for cutting process	<ul style="list-style-type: none"> a. Cutting points are marked out on material b. Appropriate cutting equipment is selected c. Cords, cables, gas lines leading to cutting equipment are checked for fouling or damage d. Material is secured to prevent movement
4. Cut material and informally check product	<ul style="list-style-type: none"> a. Safety equipment is used in accordance with OH&S requirements during operation of cutting equipment b. Appropriate saw blade, cutting disc or gas tip is selected and installed c. Cutting equipment is set for cut d. Cutting equipment is operated in accordance with accepted industry practice and OH&S requirements e. Material is cut to correct length f. Burrs or rough edges are removed by brushing, grinding or filing g. Cut sections are inspected to verify that their size and condition meets specifications and relevant enterprise and industry quality standards h. Cutting equipment and immediate work area is cleaned up
5. Prepare for forming process	<ul style="list-style-type: none"> a. Sequence of forming operations is planned b. Appropriate forming equipment is selected c. Forming equipment is checked for damage or operating defects d. Appropriate formers are selected and set
6. Form material and informally check product	<ul style="list-style-type: none"> a. Metal section is placed in former and secured if necessary b. Metal section is heated to facilitate bending, if necessary c. Metal section is hot or cold bent around formers or hand formed to required specification d. Formed product is descaled or otherwise finished after forming e. Formed product is inspected to verify that it meets specifications and relevant enterprise and industry quality standards f. Forming equipment and immediate work area is cleaned up
7. Maintain work area and equipment	<ul style="list-style-type: none"> a. Work area is cleaned and tools and electrical equipment are stowed away b. Cutting and forming equipment is cleaned and maintained in accordance with enterprise requirements and manufacturers' specifications c. Programmed maintenance which is within the province of the operator is performed d. Supervisor is informed of any abnormal conditions needing maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures cutting simple section metal stock and bending it into simple shapes c. Use of basic manual and powered cutting and bending equipment d. Use of hand tools, power tools and associated equipment normally applicable to the tasks involved, including: <ul style="list-style-type: none"> d.1. hand tools such as hammers, punches, vices, clamps, jigs, formers, hand drills, hacksaws, files, tongs, wire brushes plus gloves, goggles and other safety equipment d.2. power tools such as power hacksaws, portable electric drills, portable sanders and wire brushes, guillotine, abrasive disk cutting equipment, gas cutting equipment e. Normal operator maintenance of tools and equipment f. Exposure to chemicals or other hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Product and equipment manufacturers' specifications, installation procedures and operating instructions b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the cutting, bending and shaping of metal b. Standard work practices including the safe use of power tools and safe handling and disposal of waste materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of cutting and bending equipment, electrical equipment and hand and power tools a.2. interpret work orders a.3. interpret equipment and materials specifications and instructions needed for the cutting and forming processes a.4. set up basic cutting and forming equipment a.5. perform basic cutting and forming processes a.6. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.7. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. specific OH&S requirements associated with cutting and heating equipment a.3. common metals and basic sections used in fabrication work a.4. basic metal cutting processes a.5. basic metal grinding and dressing processes a.6. basic metal forming processes a.7. the range of cutting and forming equipment, hand tools and power tools used in cutting and forming processes and their appropriateness for particular applications a.8. power sources such as single phase, three phase and weather protected outlets a.9. basic operating principles of tools and equipment used in cutting, dressing and forming metals including abrasive cutting wheels, gas equipment, grinding wheels, guillotines and power hacksaws a.10. hazards associated with powered machinery and gas equipment a.11. materials and equipment specifications a.12. relevant quality standards a.13. safety and environmental requirements of relevant industry and enterprise procedures a.14. general housekeeping policies and procedures a.15. 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. locate and interpret technical information about processes, materials and equipment b.3. use relevant cutting and forming equipment and hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. identify hazards associated with the processes involved and apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 cutting bending and forming of metals b. Access is required to specifications of materials and equipment used in cutting and forming metals, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including hand tools, power tools and gas equipment
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 problems and faults 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. 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of products and cutting/forming equipment

6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry products and equipment c. Competency in this unit should be assessed in a holistic manner
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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	2	1	2	2	2

LMTPTF-12BA Cut, bend and shape metals – 2

Field: Production

This competency covers the skills required to cut prescribed lengths of metal bar stock and to bend the lengths into various shapes by hand or with the aid of formers.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for task and select material	<ul style="list-style-type: none"> a. Safe working environment is established b. Specifications of material to be used and shape to be formed are determined c. Sequence of task operations is planned d. Required length of material is calculated e. Appropriate material section is selected to meet specification f. Suitable length of material stock is chosen for cutting so as to minimise waste g. Material to be cut is moved to work area
2. Select, use, store hand and power tools	<ul style="list-style-type: none"> a. Appropriate hand and power tools are selected for the task b. Tools are inspected for damage, missing components or other defects (including frayed power cords where applicable) prior to use c. Safe working environment for tool use is established d. Extension power cables are checked for knots and insulation damage and are safely supported when used overhead e. Electrical tools are safely connected to power supply f. Safety equipment is used during tool operation in accordance with OH&S requirements g. Tools are used in accordance with safe working practices h. Tools are located in a safe position when not in use i. Tools and extension cords are cleaned and stored in accordance with industry and enterprise safe working practices
3. Prepare for cutting process	<ul style="list-style-type: none"> a. Cutting points are marked out on material b. Appropriate cutting equipment is selected c. Cords, cables, gas lines leading to cutting equipment are checked for fouling or damage d. Material is secured to prevent movement
4. Cut material and inspect product	<ul style="list-style-type: none"> a. Safety equipment is used in accordance with OH&S requirements during operation of cutting equipment b. Appropriate saw blade, cutting disc or gas tip is selected and installed c. Cutting equipment is set for cut d. Cutting equipment is operated in accordance with accepted industry practice and OH&S requirements e. Material is cut to correct length f. Burrs or rough edges are removed by brushing, grinding or filing g. Cut sections are inspected to verify that their size and condition meets specifications and relevant enterprise and industry quality standards h. Cutting equipment and immediate work area is cleaned up
5. Prepare for forming process	<ul style="list-style-type: none"> a. Sequence of forming operations is planned b. Appropriate forming equipment is selected c. Forming equipment is checked for damage or operating defects d. Appropriate formers are selected and set
6. Form material and inspect product	<ul style="list-style-type: none"> a. Metal section is placed in former and secured if necessary b. Metal section is heated to facilitate bending, if necessary c. Metal section is hot or cold bent around formers or hand formed to required specification d. Formed product is descaled or otherwise finished after forming e. Formed product is inspected to verify that it meets specifications and relevant enterprise and industry quality standards f. Forming equipment and immediate work area is cleaned up
7. Maintain work area and equipment	<ul style="list-style-type: none"> a. Work area is cleaned and tools and electrical equipment are stowed away b. Cutting and forming equipment is cleaned and maintained in accordance with enterprise requirements and manufacturers' specifications c. Programmed maintenance which is within the province of the operator is performed d. Supervisor is informed of any abnormal conditions needing maintenance or repair

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require independence, discretion, judgement and acceptance of responsibility for overall work outcomes b. Work may involve planning and coordination of tasks and processes c. Work may involve interaction with other people in the workplace including supervisors and production personnel d. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations e. Work is generally performed under minimal supervision
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures cutting complex section metal stock and bending it into complex shapes c. Use of manual and powered cutting and bending equipment including equipment using digital settings and operated by computer d. Work undertaken in accordance with established procedures on a range of products and equipment e. Use of hand tools, power tools and associated equipment normally applicable to the tasks involved, including: <ul style="list-style-type: none"> e.1. Hand tools such as hammers, punches, vices, clamps, jigs, formers, hand drills, hacksaws, files, tongs, wire brushes plus gloves, goggles and other safety equipment e.2. Power tools such as power hacksaws, portable electric drills, portable sanders and wire brushes, guillotine, abrasive disk cutting equipment, gas cutting equipment f. Normal operator maintenance of tools and equipment g. Exposure to chemicals or other hazardous substances h. Completion of job and product records and other relevant documentation i. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Product and equipment manufacturers' specifications, installation procedures and operating instructions b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Planning and work organisation procedures and practices relating to the cutting, bending and shaping of metal b. Standard work practices including the safe use of power tools and safe handling and disposal of waste materials c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements including safe use of cutting and bending equipment, electrical equipment and hand and power tools a.2. interpret work orders a.3. interpret equipment and materials specifications and instructions needed for the cutting and forming processes a.4. set up complex cutting and forming equipment a.5. perform complex cutting and forming processes a.6. inspect completed work and determine any rectification necessary a.7. perform normal operator maintenance of work area to enable work to be conducted safely and efficiently a.8. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. specific OH&S requirements associated with cutting and heating equipment a.3. the range of metals and sections used in fabrication work a.4. metal cutting processes used in fabrication work a.5. metal grinding and dressing processes used in fabrication work a.6. metal forming processes used in fabrication work a.7. the range of cutting and forming equipment, hand tools and power tools used in cutting and forming processes and their appropriateness for particular applications a.8. power sources such as single phase, three phase and weather protected outlets a.9. operating principles of tools and equipment used in cutting, dressing and forming metals including abrasive cutting wheels, gas equipment, grinding wheels, guillotines and power hacksaws a.10. hazards associated with powered machinery and gas equipment a.11. materials and equipment specifications a.12. relevant quality standards a.13. safety and environmental requirements of relevant industry and enterprise procedures a.14. general housekeeping policies and procedures a.15. 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. locate and interpret technical information about processes, materials and equipment b.3. select and use relevant cutting and forming equipment and hand and power tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. identify hazards associated with the processes involved and apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 cutting bending and forming of metals b. Access is required to specifications of materials and equipment used in cutting and forming metals, relevant safety procedures and regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities, tools, materials and associated equipment, including hand tools, power tools and gas equipment

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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of products and cutting/forming equipment
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a wide range of typical industry products and equipment c. Competency in this unit should be assessed in a holistic manner

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	2	3

LMTPTF-13A Use power tools

Field: Production

This competency covers the skills required to safely use electrical, air and gas energised tools in the workshop and on the worksite.

ELEMENT	PERFORMANCE CRITERIA
1. Tool requirements are determined and tools are selected	<ul style="list-style-type: none"> a. Nature of work to be performed is determined including processes to be performed, materials to be used and working environment in which tools are to be used b. Appropriate tools are selected for the work tasks to be performed
2. Tools are checked and set for use	<ul style="list-style-type: none"> a. Tools are inspected for damage, missing components or other defects prior to use b. Extension power cables and gas/air hoses are checked for knots and insulation damage and are adequately supported when used overhead c. Tool bits, blades, etc. are installed in tool d. Tool settings are determined and tool is adjusted or set for use
3. Work area is prepared for tool use	<ul style="list-style-type: none"> a. Safe working environment for tool use is established, including elimination of solvents and other sources of flammable or explosive vapours and removal of flammable materials which might catch fire if tools likely to produce sparks or flame are used b. Work with tools is planned to maximise safety and productivity c. Suitable electrical power outlets, if required, are identified d. Work area is cleared and cleaned to provide work table or benches free of obstructions and allow clear access to machines and equipment e. Barriers or screens are used to keep other personnel at a safe distance or to shield them from sparks, arc flashes, debris, dust or noise f. Suitable floor insulation or residual current devices are provided where electrical tools are to be used in conditions which could present a shock hazard g. Provision for emergency shut down of tool is checked
4. Workpiece is prepared for tool use	<ul style="list-style-type: none"> a. Workpiece is correctly mounted in, or aligned to the tool or machine to be used b. Workpiece is securely anchored where necessary to prevent movement
5. Tools are used	<ul style="list-style-type: none"> a. Safety equipment is used in accordance with OH&S requirements and tools are used in accordance with industry and enterprise safe working practices b. Electrical tools are safely connected to power supply, gas or air hoses are safely connected to gas/air supplies c. Start up and shut down procedures are safely followed when using electrical or gas operated tools d. Mechanical tool settings, electrical settings and gas pressures are set e. Tools are located in safe positions when not in use f. Safety equipment is used during tool operation in accordance with OH&S requirements g. Tool operation is monitored and use is discontinued if abnormal operation or other problems are detected
6. Tools are maintained and stored, work area is maintained	<ul style="list-style-type: none"> a. Tools, extension cables and hoses are cleaned and stored in accordance with industry and enterprise safe working practices b. Abnormal tool operation or other problems are reported in accordance with established enterprise procedures c. Programmed maintenance of tools which is within the province of the operator is performed d. Work area is cleaned

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of independence, discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. on client site a.4. restricted or confined spaces a.5. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of canvas and sail products and equipment c. Determination of tools needed based on: <ul style="list-style-type: none"> c.1. processes to be performed c.2. materials to be used (e.g. steel, aluminium, bronze, stainless steel, wood, plastic, canvas) c.3. working environment (e.g. wet or exposed conditions) d. Use of electrically powered tools such as electric drills (bench and portable), pop riveting machines, staple guns, sanders, angle grinders, bench grinders, electric shears and knives, heat lamps, arc welders, plastic welding machines and electric winches e. Use of air powered tools such as drills, air wrenches, spray guns, air nozzles, buffing machines and air compressors f. Use of gas burning tools such as oxy-acetylene welding equipment and butane/propane torches g. Adjustment of mechanical settings, electrical settings and gas/air pressures and flow rates of tools h. Examination of working environment and tools for unsafe conditions before use of the tools i. Use of gloves, goggles, safety glasses and other protective clothing and apparatus when operating tools j. Normal operator maintenance of tools and equipment k. Exposure to chemicals or other hazardous substances l. Completion of job and product records and other relevant documentation m. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Tool manufacturers' specifications, operating procedures and setting instructions b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the use of electrical, air and gas energised tools b. Standard work practices covering the safe use of tools c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements applying to the use of electrical, air and gas energised tools a.2. interpret work orders relevant to the selection and use of tools a.3. interpret specifications and instructions relating to the materials and equipment on which the tools are to be used a.4. prepare work environment for safe and effective tool use a.5. set up tools for safe and effective use a.6. shut down tools in an emergency a.7. perform work processes with the tools a.8. monitor tool operation for correct operation during use a.9. inspect completed work to verify correct tool operation and use a.10. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. general precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. hazards associated with tools using electricity, gas or compressed air a.3. specific OH&S requirements associated with electrical and gas energised tools a.4. the range of electrical, air and gas energised tools relevant to work performed in the canvas and sail industry a.5. operating principles of tools and equipment used in the industry and their appropriateness for particular applications a.6. power sources such as single phase, three phase and weather protected outlets a.7. general properties and working characteristics of materials and used in the canvas and sail industry a.8. relevant quality standards a.9. safety and environmental requirements of relevant industry and enterprise procedures a.10. general housekeeping policies and procedures a.11. 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. locate and interpret technical information about tools, processes, materials and equipment b.3. select and use appropriate electrical, air and gas energised tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. identify hazards associated with the tools and processes involved and apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 use of electrical, air and gas energised tools b. Access is required to specifications, operating instructions, relevant safety procedures and regulations, quality standards and enterprise procedures applying to operation of the tools used c. Access is required to all facilities, tools, materials and equipment necessary for assessment of tool use
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of products and tools

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| 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 tools, products and equipment
c. Competency in this unit should be assessed in a holistic manner |
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KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	1	2	2	3

LMTPTF-14A Use hand tools

Field: Production

This competency covers the skills required to safely use hand tools in the workshop and on the worksite.

ELEMENT	PERFORMANCE CRITERIA
1. Tool requirements are determined and tools are selected	<ul style="list-style-type: none"> a. Nature of work to be performed is determined including processes to be performed, materials to be used and working environment in which tools are to be used b. Appropriate tools are selected for the work tasks to be performed
2. Tools are checked and set for use	<ul style="list-style-type: none"> a. Tools are inspected for damage, missing components or other defects prior to use b. Tool bits, blades, etc. are installed in tool c. Tool settings are determined and tool is adjusted or set for use
3. Work area is prepared for tool use	<ul style="list-style-type: none"> a. Safe working environment for tool use is established b. Work with tools is planned to maximise safety and productivity c. Work area is cleared and cleaned to provide work table or benches free of obstructions and allow clear access to machines and equipment d. Barriers or screens are used to keep other personnel at a safe distance or to shield them from dust or noise
4. Workpiece is prepared for tool use	<ul style="list-style-type: none"> a. Workpiece is correctly mounted in, or aligned to the tool or machine to be used b. Workpiece is securely anchored where necessary to prevent movement
5. Tools are used	<ul style="list-style-type: none"> a. Safety equipment is used in accordance with OH&S requirements and tools are used in accordance with industry and enterprise safe working practices b. Settings of tools in preparation for use are correctly performed c. Tools are located in safe positions when not in use d. Safety equipment is used during tool operation in accordance with OH&S requirements e. Tool operation is monitored and use is discontinued if abnormal operation or other problems are detected
6. Tools are maintained and stored, work area is maintained	<ul style="list-style-type: none"> a. Tools are cleaned and stored in accordance with industry and enterprise safe working practices b. Abnormal tool operation or other problems are reported in accordance with established enterprise procedures c. Programmed maintenance of tools which is within the province of the operator is performed d. Work area is cleaned

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of independence, discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors and production personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. on client site a.4. restricted or confined spaces a.5. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of canvas and sail products and equipment c. Determination of tools needed based on: <ul style="list-style-type: none"> c.1. processes to be performed c.2. materials to be used (e.g. steel, aluminium, bronze, stainless steel, wood, plastic, canvas) c.3. working environment (e.g. wet or exposed conditions) d. Use of hand tools such as measuring equipment, spanners, pliers, screwdrivers, knives, scissors, hacksaws, hammers, chisels, files, pop riveting machines, staple guns and lifting/hoisting equipment e. Adjustment of mechanical settings of tools f. Examination of working environment and tools for unsafe conditions before use of the tools g. Use of gloves, goggles, safety glasses and other protective clothing and apparatus when operating tools h. Normal operator maintenance of tools and equipment i. Exposure to chemicals or other hazardous substances j. Completion of job and product records and other relevant documentation k. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Tool manufacturers' specifications, operating procedures and setting instructions b. Enterprise work orders and instructions c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the use of hand tools b. Standard work practices covering the safe use of tools c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. comply with all relevant safety requirements applying to the use of hand tools a.2. interpret work orders relevant to the selection and use of tools a.3. interpret specifications and instructions relating to the materials and equipment on which the tools are to be used a.4. prepare work environment for safe and effective tool use a.5. set up tools for safe and effective use a.6. perform work processes with the tools a.7. monitor tool operation for correct operation during use a.8. inspect completed work to verify correct tool operation and use a.9. document and communicate work related information including reporting of faults and other problems
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. general precautions and safe working practices based on relevant OH&S legislation, codes of practice, policies and procedures a.2. hazards associated with use of particular hand tools and special precautions which need to be taken a.3. the range of hand tools relevant to work performed in the canvas and sail industry a.4. operating principles of hand tools and equipment used in the industry and their appropriateness for particular applications a.5. general properties and working characteristics of materials and used in the canvas and sail industry a.6. relevant quality standards a.7. safety and environmental requirements of relevant industry and enterprise procedures a.8. general housekeeping policies and procedures a.9. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret and apply work instructions and established procedures b.2. locate and interpret technical information about tools, processes, materials and equipment b.3. select and use appropriate hand tools b.4. use relevant chemicals and cleaning agents and dispose of waste products b.5. maintain work area b.6. identify hazards associated with the tools and processes involved and apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 use of hand tools b. Access is required to specifications, operating instructions, relevant safety procedures and regulations, quality standards and enterprise procedures applying to operation of the tools used c. Access is required to all facilities, tools, materials and equipment necessary for assessment of tool use
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 procedures and consequences a.3. completing tasks a.4. identifying problems and faults 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 procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of products and tools
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 tools, products and equipment c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-15AA Inspect product – 1

Field: Production

This unit covers the skills required to inspect canvas or sail products prior to dispatch to customers.

ELEMENT	PERFORMANCE CRITERIA
1. Obtain specifications and prepare inspection area	<ul style="list-style-type: none"> a. Relevant enterprise and customer specifications for the product are obtained b. Applicable enterprise and industry quality standards are ascertained c. Work area to be used for inspection is cleared and cleaned in preparation for the inspection process
2. Obtain and prepare tools and equipment	<ul style="list-style-type: none"> a. Measuring and marking equipment, and tools used in the inspection process are obtained and prepared for use b. Tools and equipment are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Inspection tasks are performed using tools and equipment in accordance with safe working practices g. Tools and equipment are cleaned after use and stored in accordance with industry and enterprise safe working practices
3. Locate, transport and lay out product	<ul style="list-style-type: none"> a. Completed product is located and safely transferred to the inspection area b. Product is laid out or hung for inspection c. Assistance to handle product is obtained if necessary
4. Inspect product	<ul style="list-style-type: none"> a. Product is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards b. Any areas in need of rework or rectification are identified and marked c. Inspected product is labelled or tagged d. Product is folded or otherwise prepared for storage or transport e. Documentation is completed in accordance with enterprise procedures f. If rework or rectification is needed, product is set aside for appropriate action to be decided g. Supervisor is informed of any abnormalities indicating a need for maintenance or other action elsewhere in the enterprise

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Discretion, initiative and judgment must be demonstrated on the job in own work, either individually or in a team environment b. Work may involve referral of matters to other enterprise personnel 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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of products and equipment c. Products inspected include non-complex and two dimensional products d. Use of relevant tools and equipment, including: <ul style="list-style-type: none"> d.1. measuring equipment such as, measuring tapes, protractors, calipers d.2. hand tools such as lifting/hoisting equipment, pliers, knives, marking pens, crayons d.3. power tools such as lifting/hoisting equipment, inspection lamps, electric staple guns e. Normal operator maintenance of tools and equipment f. Exposure to chemicals and hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer and enterprise work orders and instructions b. Manufacturers' specifications and instructions regarding use of materials and equipment c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation and practices relating to enterprise inspection processes b. Standard work practices including the safe use of inspection equipment, lifting/hoisting equipment and relevant hand and power tools c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. perform inspection procedures on non complex products and identify faults or substandard work a.2. interpret work instructions and inspection procedures a.3. interpret enterprise and customer specifications and relevant quality standards a.4. comply with all relevant safety requirements including safe use of hand and power tools and electrical equipment a.5. document inspection results and report faults or abnormalities in accordance with enterprise procedures a.6. perform normal operator maintenance of work area and inspection equipment to enable inspections to be conducted safely and efficiently
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-16BA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices including lifting and hoisting procedures, based on relevant OH&S legislation, codes of practice, policies and procedures a.2. operating principles of measuring devices and other inspection equipment a.3. the range of materials, attachments and other components used by the enterprise a.4. sail and canvas products produced by the enterprise a.5. production processes including forms of stitching and plastic welding a.6. power sources such as single phase, three phase and weather protected outlets a.7. materials, equipment and product specifications a.8. relevant quality standards for products inspected a.9. safety and environmental requirements of relevant industry and enterprise procedures a.10. general housekeeping policies and procedures a.11. 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. locate and interpret customer and enterprise specifications, and technical information about processes, materials and equipment b.3. use relevant inspection equipment, hand tools and power tools b.4. use relevant lifting/hoisting equipment b.5. maintain inspection equipment and work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 inspection of canvas and sail products b. Access is required to information on enterprise procedures, product specifications, materials specifications, quality standards, and relevant safety procedures/regulations c. Access is required to all necessary facilities, tools, materials and associated equipment, including lifting/hoisting equipment, hand tools, power tools and measuring equipment
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. describing procedures and consequences a.3. completing tasks a.4. interpreting work specifications a.5. identifying abnormalities and faults 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. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas and sail products
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated across a range of canvas and sail products typical of the industry c. Competency in this unit should be assessed in a holistic manner

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

LMTPTF-15BA Inspect product – 2

Field: Production

This unit covers the skills required to inspect canvas or sail products prior to dispatch to customers.

ELEMENT	PERFORMANCE CRITERIA
1. Obtain specifications and prepare inspection area	<ul style="list-style-type: none"> a. Relevant enterprise and customer specifications for the product are obtained b. Applicable enterprise and industry quality standards are ascertained c. Work area to be used for inspection is cleared and cleaned in preparation for the inspection process
2. Obtain and prepare tools and equipment	<ul style="list-style-type: none"> a. Measuring and marking equipment, and tools used in the inspection process are obtained and prepared for use b. Tools and equipment are examined for damage, missing components or other defects (including frayed power cords where applicable) c. Extension power cables are checked for knots and insulation damage d. Electrical tools are connected safely to power supply e. Safety equipment is used during tool operation in accordance with OH&S requirements f. Inspection tasks are performed using tools and equipment in accordance with safe working practices g. Tools and equipment are cleaned after use and stored in accordance with industry and enterprise safe working practices
3. Locate, transport and lay out product	<ul style="list-style-type: none"> a. Completed product is located and safely transferred to the inspection area b. Product is laid out or hung for inspection c. Assistance to handle product is obtained if necessary
4. Inspect product	<ul style="list-style-type: none"> a. Product is inspected to verify that it meets job specifications and relevant enterprise and industry quality standards b. Any areas in need of rework or rectification are identified and marked c. Rework or other appropriate action is determined and rework instructions are issued d. Inspected product is labelled or tagged e. Product is folded or otherwise prepared for storage or transport f. Documentation is completed in accordance with enterprise procedures g. Supervisor is informed of any abnormalities indicating a need for maintenance or other action elsewhere in the enterprise h. Rework or other action is followed up to ensure it has been performed

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Competencies must be demonstrated in working largely independently and being accountable for own results including carrying out assigned tasks, coordinating processes, and setting and working to deadlines b. Work may involve referral of matters to other enterprise personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. All elements of this unit are performed under limited supervision and guidance
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures on a range of products and equipment c. Products inspected are complex products including three dimensional products involving critical measurements consistent with specifications d. Use of relevant tools and equipment, including: <ul style="list-style-type: none"> d.1. measuring equipment such as, measuring tapes, protractors, calipers d.2. hand tools such as lifting/hoisting equipment, pliers, knives, marking pens, crayons d.3. power tools such as lifting/hoisting equipment, inspection lamps, electric staple guns e. Normal operator maintenance of tools and equipment f. Exposure to chemicals and hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer and enterprise work orders and instructions b. Manufacturers' specifications and instructions regarding use of materials and equipment c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation and practices relating to enterprise inspection processes b. Standard work practices including the safe use of inspection equipment, lifting/hoisting equipment and relevant hand and power tools c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. perform inspection procedures on complex products and identify faults or substandard work a.2. interpret work instructions and inspection procedures a.3. interpret enterprise and customer specifications and relevant quality standards a.4. comply with all relevant safety requirements including safe use of hand and power tools and electrical equipment a.5. specify any rectification necessary a.6. document inspection results and report faults or abnormalities in accordance with enterprise procedures a.7. perform normal operator maintenance of work area and inspection equipment to enable inspections to be conducted safely and efficiently
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-16BA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices including lifting and hoisting procedures, based on relevant OH&S legislation, codes of practice, policies and procedures a.2. operating principles of measuring devices and other inspection equipment a.3. the range of materials, attachments and other components used by the enterprise a.4. sail and canvas products produced by the enterprise a.5. production processes including forms of stitching and plastic welding a.6. power sources such as single phase, three phase and weather protected outlets a.7. materials, equipment and product specifications a.8. relevant quality standards for products inspected a.9. safety and environmental requirements of relevant industry and enterprise procedures a.10. general housekeeping policies and procedures a.11. 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. locate and interpret customer and enterprise specifications, and technical information about processes, materials and equipment b.3. use relevant inspection equipment, hand tools and power tools b.4. use relevant lifting/hoisting equipment b.5. maintain inspection equipment and work area b.6. apply all relevant safety practices b.7. communicate effectively within the workplace b.8. 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 inspection of canvas and sail products b. Access is required to information on enterprise procedures, product specifications, materials specifications, quality standards, and relevant safety procedures/regulations c. Access is required to all necessary facilities, tools, materials and associated equipment, including lifting/hoisting equipment, hand tools, power tools and measuring equipment
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. describing procedures and consequences a.3. completing tasks a.4. interpreting work specifications a.5. identifying abnormalities and faults 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. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas and sail products
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated across a range of canvas and sail products typical of the industry c. Competency in this unit should be assessed in a holistic manner

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	1	2	3	1

LMTPTF-16AA Package and handle products for despatch – 1

Field: Production

This unit covers the skills required to package or handle canvas or sail products for delivery.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work area, tools and equipment	<ul style="list-style-type: none"> a. Work area is cleared and cleaned in preparation for packaging and handling processes b. Tools and equipment used in packaging and handling processes are obtained and prepared for use c. Tools and equipment are examined for damage, missing components or other defects (including frayed power cords where applicable) d. Extension power cables are checked for knots and insulation damage e. Electrical tools are connected safely to power supply f. Safety equipment is used during tool operation in accordance with OH&S requirements
2. Locate and transport products	<ul style="list-style-type: none"> a. Required products are located in storage area b. Products are transported to the despatch area c. Products are laid out for identification and checking
3. Handle and transport products	<ul style="list-style-type: none"> a. Products are lifted in accordance with OH&S legislation and enterprise manual handling procedures b. Products are transported from storage area to despatch area using appropriate equipment and in accordance with established enterprise procedures c. Assistance to lift or transport products is obtained if necessary
4. Check and/or add product identification	<ul style="list-style-type: none"> a. Labels and/or tags are checked or added if required
5. Fold or package products for delivery and store for despatch	<ul style="list-style-type: none"> a. Products are folded or packaged for delivery b. Folded product is restrained to prevent unfolding, or packaging is tied or sealed to prevent contents being prematurely released c. Folded or packaged product is stored pending pick-up or loading for delivery
6. Use tools and equipment	<ul style="list-style-type: none"> a. Packaging and handling tasks are performed using tools and equipment in accordance with safe working practices b. Tools and equipment are cleaned after use and stored in accordance with industry and enterprise safe working practices
7. Complete workplace documentation and/or report problems	<ul style="list-style-type: none"> a. Inconsistencies or other problems are reported to supervisor

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed to defined procedures/methods either individually or in a team environment b. Work may involve referral of matters to other enterprise personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. All elements of this unit are performed under direct supervision
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures for handling and packaging various products using relevant equipment c. Products may include non-complex items e.g. two dimensional products d. Use of relevant tools and equipment, including: <ul style="list-style-type: none"> d.1. manual or powered lifting/hoisting equipment d.2. hand trucks and other manual or powered equipment for transporting products d.3. manual or powered packaging equipment including nailing, stapling and banding machines e. Normal operator maintenance of tools and equipment used in handling and packaging products f. Exposure to chemicals and hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer and enterprise work orders and instructions b. Manufacturers' specifications and instructions regarding use of tools and equipment c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation and enterprise practices relating to product handling and packaging processes b. Standard work practices including the safe use of relevant equipment and tools for lifting, hoisting, transporting and packaging products c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. package and handle non-complex items/products a.2. comply with all relevant safety requirements including safe use of manual and powered tools and equipment a.3. interpret work instructions and procedures for handling and packaging products a.4. interpret product specifications and descriptions a.5. interpret quality standards relevant to handling and packaging procedures a.6. operate manual and powered handling and packaging equipment a.7. document actions taken and maintain relevant work records in accordance with enterprise procedures a.8. report inconsistencies or other problems a.9. perform normal operator maintenance of work area and handling and packaging equipment to enable product preparation for despatch to be conducted safely and efficiently
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore 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. precautions and safe working practices including lifting and hoisting procedures, based on relevant OH&S legislation, codes of practice, policies and procedures a.2. packaging processes including product folding techniques a.3. operating principles of product handling and packaging equipment a.4. the range of sail and canvas products manufactured or serviced by the enterprise a.5. relevant materials, equipment and product specifications a.6. safety and environmental requirements of relevant industry and enterprise procedures a.7. loading, delivery and pick-up procedures a.8. power sources such as single phase, three phase and weather protected outlets a.9. general housekeeping policies and procedures a.10. 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. fold or pack products b.3. locate and interpret product specifications and descriptions b.4. use manual and powered handling and packaging equipment b.5. assist with loading of products b.6. maintain product handling and packaging equipment and work area b.7. apply all relevant safety practices b.8. communicate effectively within the workplace b.9. 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 handling and packaging of canvas and sail products b. Access is required to information on enterprise procedures, product specifications/descriptions, quality standards, and relevant safety procedures/regulations c. Access is required to all necessary facilities, tools, packaging materials and associated equipment, including manual and powered lifting, hoisting and transporting equipment, and hand and power tools and packaging equipment
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. describing procedures and consequences a.3. completing tasks a.4. identifying inconsistencies and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas and sail products
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated across a range of canvas and sail products typical of the industry c. Competency in this unit should be assessed in a holistic manner

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	2	2	1	1	1

LMTPRTF-16BA Package and handle products for despatch – 2

Field: Production

This unit covers the skills required to package or handle canvas or sail products for delivery.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work area, tools and equipment	<ul style="list-style-type: none"> a. Work area is cleared and cleaned in preparation for packaging and handling processes b. Tools and equipment used in packaging and handling processes are obtained and prepared for use c. Tools and equipment are examined for damage, missing components or other defects (including frayed power cords where applicable) d. Extension power cables are checked for knots and insulation damage e. Electrical tools are connected safely to power supply f. Safety equipment is used during tool operation in accordance with OH&S requirements
2. Locate and transport products	<ul style="list-style-type: none"> a. Required products are located in storage area b. Products are transported to the despatch area c. Products are laid out for identification and checking
3. Handle and transport products	<ul style="list-style-type: none"> a. Products are lifted in accordance with OH&S legislation and enterprise manual handling procedures b. Products are transported from storage area to despatch area using appropriate equipment and in accordance with established enterprise procedures c. Assistance to lift or transport products is obtained if necessary
4. Check and/or add product identification	<ul style="list-style-type: none"> a. Products are checked to identify them and ensure they conform to the specifications or descriptions called for in the despatch order b. Labels and/or tags are checked or added if required
5. Fold or package products for delivery and store for despatch	<ul style="list-style-type: none"> a. Products are folded or packaged for delivery b. Folded product is restrained to prevent unfolding, or packaging is tied or sealed to prevent contents being prematurely released c. Folded or packaged product is stored pending pick-up or loading for delivery
6. Use tools and equipment	<ul style="list-style-type: none"> a. Packaging and handling tasks are performed using tools and equipment in accordance with safe working practices b. Tools and equipment are cleaned after use and stored in accordance with industry and enterprise safe working practices
7. Complete workplace documentation and/or report problems	<ul style="list-style-type: none"> a. Documentation is completed in accordance with enterprise procedures b. Inconsistencies or other problems are reported to supervisor

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment b. Work may involve referral of matters to other enterprise personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. All elements of this unit are performed under general guidance and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures for handling and packaging various products using relevant equipment c. Products may include complex multi-component items requiring detailed specifications for assembly/fitting d. Use of relevant tools and equipment including: <ul style="list-style-type: none"> d.1. manual or powered lifting/hoisting equipment d.2. hand trucks and other manual or powered equipment for transporting products d.3. manual or powered packaging equipment including nailing, stapling and banding machines e. Normal operator maintenance of tools and equipment used in handling and packaging products f. Exposure to chemicals and hazardous substances g. Completion of job and product records and other relevant documentation h. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer and enterprise work orders and instructions b. Manufacturers' specifications and instructions regarding use of tools and equipment c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation and enterprise practices relating to product handling and packaging processes b. Standard work practices including the safe use of relevant equipment and tools for lifting, hoisting, transporting and packaging products c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
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. package and handle complex multi-item products a.2. comply with all relevant safety requirements including safe use of manual and powered tools and equipment a.3. interpret work instructions and procedures for handling and packaging products a.4. interpret product specifications and descriptions a.5. interpret quality standards relevant to handling and packaging procedures a.6. operate manual and powered handling and packaging equipment a.7. document actions taken and maintain relevant work records in accordance with enterprise procedures a.8. report inconsistencies or other problems a.9. perform normal operator maintenance of work area and handling and packaging equipment to enable product preparation for despatch to be conducted safely and efficiently
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit PRCAS-16B
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices including lifting and hoisting procedures, based on relevant OH&S legislation, codes of practice, policies and procedures a.2. packaging processes including product folding techniques a.3. operating principles of product handling and packaging equipment a.4. the range of sail and canvas products manufactured or serviced by the enterprise a.5. relevant materials, equipment and product specifications a.6. safety and environmental requirements of relevant industry and enterprise procedures a.7. loading, delivery and pick-up procedures a.8. power sources such as single phase, three phase and weather protected outlets a.9. general housekeeping policies and procedures a.10. 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. fold or pack products b.3. locate and interpret product specifications and descriptions b.4. use manual and powered handling and packaging equipment b.5. assist with loading of products b.6. maintain product handling and packaging equipment and work area b.7. apply all relevant safety practices b.8. communicate effectively within the workplace b.9. 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 handling and packaging of canvas and sail products b. Access is required to information on enterprise procedures, product specifications/descriptions, quality standards, and relevant safety procedures/regulations c. Access is required to all necessary facilities, tools, packaging materials and associated equipment, including manual and powered lifting, hoisting and transporting equipment, and hand and power tools and packaging equipment
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. describing procedures and consequences a.3. completing tasks a.4. identifying inconsistencies and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas and sail products
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated across a range of canvas and sail products typical of the industry c. Competency in this unit should be assessed in a holistic manner

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	2	2	1	2	1

LMTPTF-17A Despatch products

Field: Production

This unit covers the skills required to prepare products for despatch from the workshop or loft.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work area, tools and equipment	<ul style="list-style-type: none"> a. Work area is cleared and cleaned in preparation for despatch and handling processes b. Tools and equipment used in despatch and handling processes are obtained and prepared for use c. Tools and equipment are examined for damage, missing components or other defects (including frayed power cords where applicable) d. Extension power cables are checked for knots and insulation damage e. Electrical tools are connected safely to power supply f. Safety equipment is used during tool operation in accordance with OH&S requirements
2. Locate and transport products	<ul style="list-style-type: none"> a. Required products are located and identified in storage area b. Products are transported to the despatch area c. Products are laid out for inspection and quality check
3. Products are handled safely	<ul style="list-style-type: none"> a. Products are lifted in accordance with OH&S legislation and enterprise manual handling procedures b. Products are transported from storage area to despatch area using appropriate equipment and in accordance with established enterprise procedures c. Assistance to lift or transport products is obtained if necessary
4. Inspect products and complete documentation	<ul style="list-style-type: none"> a. Products are inspected to verify that work has been performed to specification b. Products are subjected to quality assurance checks including operational checks of ropes, pulleys and zippers c. Inconsistencies or other problems are reported to supervisor d. Documentation is completed in accordance with enterprise procedures
5. Despatch products	<ul style="list-style-type: none"> a. Labels and/or tags are checked or added if required b. Products are folded, bagged or otherwise prepared for pick-up or despatch c. Despatch instructions are ascertained d. Product is despatched, or stored in readiness for pick-up or despatch
6. Use tools and equipment	<ul style="list-style-type: none"> a. Despatch and handling tasks are performed using tools and equipment in accordance with safe working practices b. Tools and equipment are cleaned after use and stored in accordance with industry and enterprise safe working practices

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment b. Work may involve referral of matters to other enterprise personnel c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. All elements of this unit are performed under general guidance and subject to review by supervisors
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 indoor workplaces a.2. operational outdoor workplaces a.3. hazardous or exposed conditions b. Work undertaken in accordance with established procedures for handling and despatching various products using relevant equipment c. Use of relevant tools and equipment, including: <ul style="list-style-type: none"> c.1. manual or powered lifting/hoisting equipment c.2. hand trucks and other manual or powered equipment for transporting products c.3. manual or powered packaging equipment including nailing, stapling and banding machines d. Normal operator maintenance of tools and equipment used in handling and despatching products e. Exposure to chemicals and hazardous substances f. Completion of job and product records and other relevant documentation g. Interaction with other workplace personnel
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Customer and enterprise work orders and instructions b. Manufacturers' specifications and instructions regarding use of tools and equipment c. Industry codes and symbols d. Australian and enterprise quality standards and procedures e. Product change policies and procedures f. Enterprise or external personnel g. Work scheduling documentation h. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation and enterprise practices relating to product handling and despatch of products b. Standard work practices including the safe use of relevant equipment and tools for lifting, hoisting, transporting and folding or packing products c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes e. Quality requirements determined by customer, enterprise, and application of Australian and international standards 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. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment manufacturers, regulatory authorities and the enterprise h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> h.1. workplace agreements and awards h.2. Federal or State/Territory legislation
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. interpret work instructions and procedures for handling and packaging products a.2. interpret product specifications and descriptions a.3. interpret quality standards relevant to handling and packaging procedures a.4. operate manual and powered handling and packaging equipment a.5. comply with all relevant safety requirements including safe use of manual and powered tools and equipment a.6. document actions taken and maintain relevant work records in accordance with enterprise procedures a.7. report inconsistencies or other problems a.8. perform normal operator maintenance of work area and handling and packaging equipment to enable product preparation for despatch to be conducted safely and efficiently
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently. However, it may be found convenient to assess it in conjunction with Unit LMTPTF-15AA and LMTPTF-16AA
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. precautions and safe working practices including lifting and hoisting procedures, based on relevant OH&S legislation, codes of practice, policies and procedures a.2. packaging processes including product folding techniques a.3. operating principles of product handling and packaging equipment a.4. the range of sail and canvas products manufactured or serviced by the enterprise a.5. relevant materials, equipment and product specifications a.6. safety and environmental requirements of relevant industry and enterprise procedures a.7. loading, delivery and pick-up procedures a.8. power sources such as single phase, three phase and weather protected outlets a.9. general housekeeping policies and procedures a.10. 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. fold or pack products b.3. locate and interpret product specifications and descriptions b.4. use manual and powered handling and packaging equipment b.5. assist with loading of products b.6. maintain product handling and packaging equipment and work area b.7. apply all relevant safety practices b.8. communicate effectively within the workplace b.9. 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 handling and despatch of canvas and sail products b. Access is required to information on enterprise procedures, product specifications/descriptions, quality standards, and relevant safety procedures/regulations c. Access is required to all necessary facilities, tools, packaging materials and associated equipment, including manual and powered lifting, hoisting and transporting equipment, and hand and power tools and packaging equipment
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. describing procedures and consequences a.3. completing tasks a.4. identifying inconsistencies and faults a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented 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 is completed systematically with attention to detail without damage to products, equipment or personnel f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of canvas and sail products
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated across a range of canvas and sail products typical of the industry c. Competency in this unit should be assessed in a holistic manner

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

LMTPRTF-18A Provide customer service

Field: Production

This unit covers the skills required to greet customers, provide information and collect information on customer requirements.

ELEMENT	PERFORMANCE CRITERIA
1. Greet customer and identify customer needs	<ul style="list-style-type: none"> a. Customer is greeted and self and organisation identified b. Reason for customer visit/contact is identified c. Extent to which the need can be addressed by self, without involving other staff, is determined d. Customer is referred to another staff member, if appropriate
2. Obtain detailed information from customer	<ul style="list-style-type: none"> a. Detailed information from customer is collected and recorded according to organisational practices b. Time and date of customer contact is recorded c. Customer information is reviewed to confirm customer requirements
3. Provide detailed information to customer	<ul style="list-style-type: none"> a. Detailed information to customer concerning products, processes, options or prices is provided b. Options, alternatives are explained in detail c. Information sheets or data in line with customer needs are provided d. Customer feedback and clarification of intentions is sought e. Details of delivery or pick-up date are provided, as required
4. Handle customer complaints	<ul style="list-style-type: none"> a. Customer complaints are acknowledged and specific difficulties clarified b. Options for resolution are proposed and solution negotiated with customer, in accordance with enterprise procedures c. Strategies for resolution of complaints are implemented and relevant staff notified, in accordance with enterprise procedures d. Situations requiring additional assistance are recognised and referred, in accordance with enterprise procedures
5. Accept payment from customer	<ul style="list-style-type: none"> a. Receive payment from customer and provide receipt b. Complete appropriate documentation in line with organisational procedures c. Pass payment and transaction details to appropriate person in accordance with organisational procedures or instructions

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work may be undertaken either individually or in a team environment and may require the exercise of discretion and judgement b. Work may involve interaction with other people in the workplace including supervisors c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations d. Work is generally performed under moderate supervision and subject to review by supervisors
2. Worksite Environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Workplace activities may involve inclusion or referral to other staff c. Customers may include: <ul style="list-style-type: none"> c.1. regular or first time c.2. in-person contact c.3. telephone contact d. Transactions may include the following: <ul style="list-style-type: none"> d.1. cash d.2. cheques d.3. credit/debit cards d.4. vouchers d.5. customer accounts d.6. refunds e. Questions relating to establishing customer requirements may include: <ul style="list-style-type: none"> e.1. services and products available e.2. service charges e.3. special requirements e.4. procedures and timelines for pick-up, etc f. Articles may include new products, repair/modification of existing products, components, services typically provided by canvas and related manufactures and sail makers g. Equipment may include: <ul style="list-style-type: none"> g.1. computer systems g.2. point of sale equipment h. Data recording may include: <ul style="list-style-type: none"> h.1. keyboard h.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s b. Organisation work orders c. Organisational or external personnel d. Order forms e. Transfer documentation f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to customer service b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Reporting actions include verbal and written communication in accordance with organisational policies and procedures d. Communication may be oral, written or visual and can include basic data e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary f. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ol style="list-style-type: none"> greet and determine customers' requirements provide information on services and products deal with and complete transactions, including operating associated equipment handle queries, including following up enquiries
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> relevant OH&S legislation, codes of practice, policies and procedures store/enterprise policies and procedures range of services and products available point of sale techniques quality standards safety and environmental aspects of related to workplace operation workplace procedures reporting and/or referral procedures b. Underpinning skills to: <ol style="list-style-type: none"> deal effectively and politely with customer enquiries refer customer to other appropriate personnel/source, as required communicate effectively within the workplace interpret and apply established procedures document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, relevant product and safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> establishing plans describing consequences completing tasks identifying improvements applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> hazard policies and procedures, including codes of practice issue resolution procedures job procedures and work instructions quality procedures (where existing) security procedures waste, pollution and recycling management processes relevant guidelines relating to the safe use of equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTEMGN-08A Perform minor maintenance

Field: Engineering and Maintenance

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. operate machines correctly a.2. monitor machine performance against machine specifications a.3. make minor adjustments a.4. complete records accurately and completely a.5. apply workplace health and safety policies in work operations
2. Interdependent assessment of units	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. procedures and guidelines for safe operation of machines a.2. typical fault conditions and related fault finding procedures a.3. basic machine maintenance and repair techniques a.4. technical specifications manuals a.5. safety policies and procedures a.6. quality standards and procedures a.7. workplace reporting and recording procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. assess operating performance of machine b.2. start and stop machines according to specifications b.3. monitor machine operations including machine production readings b.4. recognise fault conditions b.5. rectify minor machine faults or problems as required
4. Resource implications	a. Access is required to real or appropriately simulated situations involving checking of machine performance and the undertaking minor adjustments to production machines, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. completing tasks a.2. identifying improvements a.3. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
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 and production processes, sufficient to ensure confirmation of the required skills and knowledge

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

LMTQAGN-01A Apply quality standards

Field: Quality

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

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

Range of Variables

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

Evidence Guide

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

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ol style="list-style-type: none"> describe specific training needs and required task skills outline training activities and steps identify resources required to support the on-the-job training activity gather evidence to monitor trainee's/employee's progress review training activity apply workplace health and safety policies in work operations report outcomes
2. Interdependent assessment of units	a. This unit may be assessed independently or in conjunction with other units that form part of a job function
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> task skills and associated processes and standards associated with the training activity workplace application of the relevant skills evidence required to assess performance and progress delivery of on-the-job training 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"> correctly use equipment and any other processes and procedures appropriate to the training activity communicate appropriately, consistent with the culture of the workplace and trainee/employee handle performance issues ethically apply language, literacy and numeracy skills suited to trainee/employee 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 of one-on-one, on-the-job training, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> organising processes and resources interpreting training specifications describing consequences completing tasks identifying improvements applying safety precautions relevant to the task 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 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	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	a. The role and scope of the team is identified from available information b. Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources
2. Identify own role and responsibility within team	a. Own role and responsibilities within the team environment identified b. Roles and responsibility of other team members identified and recognised c. Reporting relationships within team and external to team identified
3. Plan team activities	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	a. Effective and appropriate forms of communication used and interactions undertaken with team members who contribute to known team activities and objectives b. Effective and appropriate contributions made to complement team activities and objectives, based on own skills and competencies c. Team agreed reporting lines followed using standard operating procedures

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. locate, interpret and apply relevant information a.2. operate in a team to complete workplace activity a.3. work effectively with others a.4. convey information in written or oral form a.5. select and use appropriate workplace language a.6. follow designated work plan for the job a.7. apply workplace health and safety policies in work operations a.8. report outcomes
2. Interdependent assessment of units	a. This unit may be assessed independently or in conjunction with other units that form part of a job function
3. Required knowledge and skills	a. Underpinning knowledge and skills in terms of job function or role: <ul style="list-style-type: none"> a.1. operation of work systems, equipment and management, site and organisational operating procedures a.2. impact of job on enterprise and team and individual performance a.3. providing support to other team members a.4. modifying activities depending on team requirements and workplace contexts a.5. communicate appropriately, consistent with the culture of the workplace a.6. handle 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 proceduresb. Workplace procedures and work instructions for controlling risks are identified and followed accuratelyc. Workplace procedures for dealing with accidents, fire and emergencies are known and followed
2. Contribute to participative arrangements for the management of occupational health and safety	<ul style="list-style-type: none">a. Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant occupational health and safety legislationb. Contributions are made to participative arrangements for occupational health and safety management in the workplace within workplace procedures and scope of responsibilities

Range of Variables

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

Evidence Guide

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

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