



# **LMT00**

## **Textiles, Clothing and Footwear Training Package**

**Volume 6 of 19  
Clothing Production**

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

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## Before using this volume

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

Volume 1	General Information
Volume 2	Textile Production
Volume 3	Early Stage Wool Processing
Volume 4	Cotton Ginning
Volume 5	Textile Fabrication
<b>Volume 6</b>	<b>Clothing Production</b>
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.

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- 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:

LMT20606 Certificate II in Clothing Production (Intermediate)

LMT20706 Certificate II in Clothing Production (Complex or Multiple Processes)

LMT30506 Certificate III in Clothing Production

LMT40306 Certificate IV in Clothing Production

Units of competency that do not have LMT as part of the code have been imported from other Training Packages. A list of the units of competency imported from other Training Packages is provided in Volume 1. Current versions of these units are available from the **National Training Information Service at: <http://www.ntis.gov.au>**.

The National Training Information Service (<http://www.ntis.gov.au>) also displays any changes in Units of Competency and the packaging of qualifications.

The term 'Unit of Competency' is sometimes referred to as 'unit'.

## Different Unit Formats

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

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

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

## **Clothing Production Units of Competency**

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LMTCL2006A Press work	2
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LMTCL2008A Finish garment production	2
LMTCL2009A Despatch work	2
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LMTCL2018A Perform basic maintenance of headwear	2
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LMTCL3002A Prepare and produce sewn garment	2
LMTCL3003A Perform garment repairs and alterations	2
LMTCL3004A Press whole garments	2
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# LMTCL1001A Produce a simple garment

<b>Unit descriptor</b>	This unit covers the skills and knowledge to assemble garment components using a domestic machine and operation techniques.
<b>Prerequisite</b>	Nil
<b>Application</b>	<p>The unit applies to selecting fabrics, laying up pattern pieces and cutting and assembling garments in a non-commercial environment.</p> <p>This unit is designed for particular application in a highly supervised environment and is suitable for selection in a VET in schools program or where access to volume production and commercial machines and processes are not an option.</p>
<b>Sector</b>	Clothing Production

## ELEMENTS

## PERFORMANCE CRITERIA

1 Prepare <i>garment</i> components	<p>1.1 <b>Pattern</b> is selected according to size and style required.</p> <p>1.2 <b>Fabric</b> is selected to suit purpose and design of garment.</p> <p>1.3 Sequencing of garment assembly operations is determined according to pattern requirements.</p> <p>1.4 Fabric amount is calculated according to fabric width, pattern size and pattern requirements.</p> <p>1.5 Pattern pieces are laid out and pinned or tacked to make best use of fabric length and to match fabric pattern, nap and weave.</p> <p>1.6 Fabric is cut according to seam allowances and <b>pattern markings</b>.</p> <p>1.7 Cut pattern pieces are checked against garment requirements and fabric characteristics, and any required corrections are made.</p> <p>1.8 Garment <b>components</b> are laid out according to sequence of assembly operations.</p>
2 Prepare workstation	<p>2.1 Workbench and seating are set up according to <b>OH&amp;S practices</b>.</p> <p>2.2 <b>Machine</b> is cleaned and checked to ensure correct operation.</p> <p>2.3 Machine is <b>set up</b> and adjusted according to specifications.</p> <p>2.4 Needles, attachments and parts are checked and worn needles or parts are identified and reported or replaced.</p> <p>2.5 Performance of machine is regularly checked for signs of faulty operation and required action is taken according to defined procedures.</p> <p>2.5 <b>Other equipment</b> required for production is identified and prepared.</p>
3 Assemble garment components	<p>3.1 Components are sewn according to OH&amp;S practices, garment requirements and accepted quality standards.</p> <p>3.2 Machine speed and work handling are controlled for type of <b>sewing operations</b>, fabrics and garment complexity.</p> <p>3.3 Garment is checked for correct fit and assembly quality.</p>
4 Complete work	<p>4.1 Any required <b>hand sewing</b> is undertaken according to pattern requirements and accepted standards of sewing quality.</p> <p>4.2 Sewn garment is inspected, any faults identified and appropriate action taken to ensure it meets quality standards and pattern requirements.</p> <p>4.3 Garment is pressed according to fabric requirements and garment construction details.</p>

**RANGE STATEMENT**

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

Garment may include	<ul style="list-style-type: none"><li>• accessories</li><li>• straight seamed, draw string skirt</li><li>• T-shirt</li><li>• smock dress</li><li>• headwear</li><li>• other garments that require a small range of sewing techniques using domestic machines</li></ul>
Fabric includes	<ul style="list-style-type: none"><li>• a range of fabric types including cottons, woollens, synthetics, velvets, lace, stretch, knitted, etc.</li><li>• single and multi directional prints</li><li>• interfacings and linings</li></ul>
Patterns include	<ul style="list-style-type: none"><li>• commercially available patterns, stock patterns or individually drafted patterns</li></ul>
Pattern markings include	<ul style="list-style-type: none"><li>• notches</li><li>• darts</li></ul>
Components may include	<ul style="list-style-type: none"><li>• sleeves</li><li>• waistbands – straight or shaped</li><li>• collars</li><li>• cuffs</li><li>• plackets</li><li>• facings – neck, armhole</li><li>• binds</li><li>• zips – dress, skirt, trouser, invisible</li><li>• buttons and buttonholes</li><li>• hems – double fold, rolled, blind, stitched hem</li></ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>
Machines may	<ul style="list-style-type: none"><li>• domestic sewing machine</li></ul>



include	<ul style="list-style-type: none"> <li>• three thread overlocker</li> <li>• zigzag sewing machine</li> </ul>
Set-up includes	<ul style="list-style-type: none"> <li>• correct thread, needle size and type, needle guard, tension setting and attachments</li> </ul>
Other equipment may include	<ul style="list-style-type: none"> <li>• pins</li> <li>• scissors</li> <li>• needle and thread</li> <li>• marker or chalk</li> </ul>
Sewing operations may include	<ul style="list-style-type: none"> <li>• positioning, feeding and handling of work pieces involving contouring, stopping or handling skills required to accommodate fabric variations</li> <li>• gathering, easing, tucking</li> </ul>
Hand sewing includes	<ul style="list-style-type: none"> <li>• attaching buttons and other closures</li> <li>• attaching embellishments such as beading, trims, badges, etc.</li> <li>• hemming and overstitching</li> <li>• embroidery</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• read commercially produced patterns and interpret them in order to select appropriate fabric length and type, and lay up and cut garment pieces</li> <li>• prepare workstation and work before commencing sewing operations</li> <li>• apply non-commercial sewing techniques</li> <li>• operate domestic sewing and overlocking machines for operations where the positioning, feeding and handling of work pieces involves directional changes, contouring or stopping points and handling skills required to accommodate different pattern pieces and fabric variations</li> <li>• apply appropriate OH&amp;S practices.</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>

Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> <li>• techniques in using and maintaining three thread overlocker and domestic sewing machines</li> <li>• characteristics of a range of fabrics including lace, woven and knitted fabrics and threads such as denim, single knits, tricot, gabardine</li> <li>• quality standards and practices</li> <li>• sizing requirements</li> <li>• sequence of operations for garment assembly</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"> <li>• accurately use a domestic sewing machine</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

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

Key Competency	Example	Level
Communicate ideas and information	Worn needles or parts are identified and reported.	1
Collect, analyse and organise information	Sequencing of garment assembly operations is determined according to pattern requirements.	1
Plan and organise activities	Workbench and seating are set according to work need.	1
Work with others and in teams	Activities are conducted in cooperation with others.	1
Use mathematical ideas and techniques	Fabric amount is calculated.	1
Solve problems	Cut pattern pieces are checked and any required corrections made.	1
Use technology	Machines are used to produce garments.	1

## LMTCL2001A Use a sewing machine

<b>Unit descriptor</b>	This unit covers the skills and knowledge to use a single sewing machine to align and sew work pieces.
<b>Prerequisite</b>	Nil
<b>Application</b>	<p>The unit applies to sewing work using a plain lockstitch machine, zigzag sewing machine or a three thread overlocker to sew straight seams or join flat pieces of stable fabric together.</p> <p>Sewing techniques may include those where the positioning of the work is controlled by guide bars, sensor lights or other such guiding devices or where there is uncomplicated feeding of the fabric.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

### ELEMENTS

### PERFORMANCE CRITERIA

1 Prepare work pieces	<p>1.1 Work pieces are received and <b>checked</b>, and any follow-up action is determined.</p> <p>1.2 Work pieces are laid out in sequence.</p>
2 Prepare for machine use	<p>2.1 Workbench and seating are set up according to <b>OH&amp;S practices</b>.</p> <p>2.2 <b>Machines</b> are cleaned and checked.</p> <p>2.3 Records are maintained.</p> <p>2.4 Machines are <b>set up</b> and <b>adjusted</b> according to specifications for work.</p> <p>2.5 Worn or damaged parts are identified and reported or replaced according to manufacturer specifications.</p>
3 Identify poor machine performance	<p>3.1 Tension faults are identified.</p> <p>3.2 Poor thread performance or incorrect thread selection is identified.</p> <p>3.3 Incorrect foot or needle for sewing is identified.</p> <p>3.4 Impact of poor machine performance on sewing is identified.</p>
4 Sew work pieces	<p>4.1 Machine is used for <b>sewing operations</b>.</p> <p>4.2 Pieces are sewn according to product requirements and quality standards.</p> <p>4.3 Machine is used according to requirements for speed of work.</p> <p>4.4 Machine speed and work handling are controlled according to type of</p>

- operations, fabrics and product type.
- 4.5 OH&S practices are followed in operation of machine.
  - 4.6 Action is taken according to OH&S practices to prevent accidents and to eliminate risks to personal safety.
- 5 Assess quality of sewn pieces
- 5.1 Quality standards are identified.
  - 5.2 Sewn pieces are inspected against quality standards.
  - 5.3 Any faults or pieces that do not meet quality standards are identified and reported.
  - 5.4 Results of quality inspection are recorded.
  - 5.5 Production records or packing slips are completed as required.
  - 5.6 Work is directed to next operation or packing section.

## RANGE STATEMENT

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

- Checked may include
- checking that the work pieces match ticket information
  - checking that relevant previous operations such as pressing and cutting have been successfully completed
- OH&S practices
- OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:
- manual handling techniques
  - standard operating procedures
  - personal protective equipment
  - safe materials handling
  - taking of rest breaks
  - ergonomic arrangement of workplaces
  - following marked walkways
  - safe storage of equipment
  - housekeeping
  - reporting accidents and incidents
  - environmental practices
- Machines must include one of the following
- plain lockstitch machine
  - three thread overlocker
  - zigzag sewing machine
- Set-up includes
- ensuring correct thread, needle size and type, needle guard, tension setting and attachments
- Adjusted may include
- checking and replacing worn or damaged needles and attachments (feet)
- Sewing operations may include
- aligning and sewing straight seams or joining flat pieces of stable fabric together, for example top stitch, edge stitch, open seams, closed seams, lapped seams

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• check work against ticket information or specification sheets</li> <li>• prepare workstation and work before commencing sewing operations</li> <li>• apply sewing techniques over a limited range of operations</li> <li>• operate at least one type of machine for operations where the positioning of the work may be controlled by guide bars, sensor lights or other such guiding devices or where there is uncomplicated feeding of the fabric</li> <li>• apply OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• garment assembly processes and machines where the positioning of the work may be controlled by guide bars, sensor lights or other such guiding devices or where there is uncomplicated feeding of the fabric</li> <li>• techniques in using and maintaining a three thread overlocker, zigzag or plain lockstitch sewing machine</li> <li>• characteristics of stable woven and knitted fabrics and threads such as cotton drill, calico, double knit, rugby knit, poplin</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• handle, receive and assemble work pieces</li> <li>• consistently achieve quality and production output requirements</li> <li>• read, interpret and follow information on work specifications, standard</li> </ul>

operating procedures and work instructions, and other reference material

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

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Sewing outcomes are recorded according to workplace practices.	1
Collect, analyse and organise information	Work is received and checked for compliance with ticket information or specification sheets.	1
Plan and organise activities	Work pieces are laid out in sequence according to sewing requirements.	1
Work with others and in teams	Work received is checked to ensure previous work operations have been completed.	1
Use mathematical ideas and techniques	Production output achievements are recorded.	1
Solve problems	Tension settings are adjusted according to sewing requirement.	1
Use technology	Machine is used to sew components.	1

# LMTCL2002A Provide hand sewing and finishing support

<b>Unit descriptor</b>	This unit covers the skills and knowledge to conduct support tasks to assist in the production of garments or other associated articles.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to activities associated with production support such as hand sewing and finishing activities performed under supervision.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Prepare work pieces and workstation	<p>1.1 Workbench and seating are set up according to <b><i>OH&amp;S practices</i></b>.</p> <p>1.2 Work requirements are identified and clarified as required.</p> <p>1.3 Work pieces are prepared.</p>
2 Perform hand sewing tasks	<p>2.1 <b><i>Hand sewing tasks</i></b> are conducted according to workplace standards.</p> <p>2.2 Work is submitted to supervisor for quality checking.</p>
3 Perform finishing tasks	<p>3.1 <b><i>Finishing tasks</i></b> are performed according to workplace direction.</p> <p>3.2 Work is checked for compliance with quality standards and job specifications.</p> <p>3.3 Work is submitted for final quality checking.</p>
4 Despatch completed work	<p>4.1 Any identified faults are corrected.</p> <p>4.2 Completed products are directed to next operation.</p>

## RANGE STATEMENT

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

Hand sewing tasks may include	<ul style="list-style-type: none"> <li>• sewing on buttons</li> <li>• sewing hems</li> <li>• sewing on fasteners or hooks</li> <li>• sewing on labels and tags</li> </ul>
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OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>
Finishing tasks may include	<ul style="list-style-type: none"><li>• sorting</li><li>• attaching tickets and labels</li><li>• ironing on transfers</li><li>• cutting loose threads</li><li>• checking quality of product against specifications</li></ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"><li>• clarify work requirements</li><li>• perform hand sewing tasks to workplace standards</li><li>• perform finishing tasks to workplace standards</li><li>• apply OH&amp;S practices in work operations</li></ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks according to instructions</li><li>• working systematically with attention to detail</li><li>• identifying improvements and avoiding damage</li><li>• using workplace practices</li><li>• using OH&amp;S practices</li><li>• recording and reporting accidents and incidents</li><li>• assessing operational readiness of equipment</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li></ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning	<p>Demonstrates knowledge of:</p>



knowledge	<ul style="list-style-type: none"> <li>• hand sewing techniques</li> <li>• finishing techniques</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• thread and use a needle</li> <li>• work with others</li> <li>• conduct quality checks of own work</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Task procedures are discussed with supervisor.	1
Collect, analyse and organise information	Task requirements are received and clarified.	1
Plan and organise activities	Work is prepared for activity.	1
Work with others and in teams	Activities are conducted to support others.	1
Use mathematical ideas and techniques	Required thread lengths are determined.	1
Solve problems	Production faults are reported.	1
Use technology	Equipment is used effectively and safely.	1



## LMTCL2003A Identify fibres and fabrics

<b>Unit descriptor</b>	This unit covers the skills and knowledge to identify fibres and fabrics commonly used in the construction of garments and accessories.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to identifying a wide range of fibres and fabrics used in the clothing industry. Fibres include natural and synthetic, and fabrics include knitted, woven and non-woven.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Identify fibres and fabrics	1.1 <b><i>Fibres</i></b> used in clothing industry are identified. 1.2 <b><i>Methods</i></b> of identifying fibres are identified. 1.3 <b><i>Fabrics</i></b> used in clothing industry are identified. 1.4 Generic and trade names for fibres and fabrics are identified.
2 Describe fabric construction processes	2.1 Fibres used in construction of a variety of fabrics are identified. 2.2 <b><i>Construction processes</i></b> of fabrics are described.
3 Describe qualities of fabrics	3.1 <b><i>Physical qualities</i></b> of fabrics are described. 3.2 <b><i>Visual qualities</i></b> of fabrics are described.
4 Determine uses of fabrics	4.1 Common uses of fabrics are identified. 4.2 Fabrics used in workplace are identified.

### RANGE STATEMENT

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

Fibres may include	<ul style="list-style-type: none"> <li>• natural fibres such as cotton, wool, silk, linen</li> <li>• synthetic fibres such as polyamide, polyester, acrylic, lycra, rayon, acetate</li> </ul>
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Methods may include	<ul style="list-style-type: none"><li>• labelling</li><li>• visual</li><li>• handle</li><li>• acetone</li><li>• burn test</li></ul>
Fabrics may include	<ul style="list-style-type: none"><li>• natural and synthetic single yarn fabrics and blends</li><li>• knitted fabrics including weft knits and warp knits</li><li>• woven fabrics including plain, twill, satin, dobby, jacquard and pile</li><li>• non-woven fabrics such as felts, nets, braids, bonded and composite</li><li>• emerging smart fabrics</li></ul>
Construction processes may include	<ul style="list-style-type: none"><li>• spinning</li><li>• knitting</li><li>• weaving</li><li>• blending</li><li>• fusing</li><li>• bonding</li><li>• finishing</li></ul>
Physical qualities include	<ul style="list-style-type: none"><li>• firmness</li><li>• softness</li><li>• handle</li><li>• weight</li><li>• grain</li><li>• gauge</li><li>• drape</li><li>• porosity</li><li>• covering power</li><li>• count</li><li>• light penetration</li></ul>
Visual qualities include	<ul style="list-style-type: none"><li>• colours</li><li>• textures</li><li>• patterns</li><li>• right side/wrong side</li></ul>
Fabric characteristics may include	<ul style="list-style-type: none"><li>• bias</li><li>• stretch</li><li>• fraying</li><li>• feel</li><li>• handle</li><li>• shrinkage</li></ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li></ul>

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

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• identify fibres and fabrics</li> <li>• identify fabric construction processes</li> <li>• identify fabric qualities</li> <li>• identify fabric uses within TCF industry</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• information sources on fibre and fabric identification</li> <li>• fabrics used in the workplace</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• identify features of fibres and fabrics</li> <li>• access information as required</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> </ul>

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

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Qualities of fabrics are described.	1
Collect, analyse and organise information	Information is accessed and used to assist in identification of fabrics.	1
Plan and organise activities	Features to be used to identify fabrics are identified.	1
Work with others and in teams	Questions are used to access information.	1
Use mathematical ideas and techniques	Knit patterns are described.	1
Solve problems	Features are noted in order to identify fabrics.	1
Use technology	Construction processes are identified.	1

## LMTCL2004A Sew components

<b>Unit descriptor</b>	This unit covers the skills and knowledge to align and sew components using a minimum of two machines and operation techniques.
<b>Prerequisite</b>	LMTCL2001A Use a sewing machine
<b>Application</b>	<p>The unit applies to sewing work using a minimum of two machines which may include a plain lockstitch sewing machine, a three, four or five thread overlocker, a blind hemming machine or a zigzag sewing machine.</p> <p>Sewing techniques include those where the positioning, feeding and handling of work pieces involves discretionary changes, contouring or critical stopping points; or involving special handling skills to accommodate fabric variations.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

### ELEMENTS

### PERFORMANCE CRITERIA

1 Prepare Components	<p>1.1 Work bundle is received and <b>checked</b>, and any follow-up action is determined.</p> <p>1.2 <b>Components</b> are laid out in sequence.</p>
2 Prepare workstation	<p>2.1 Workbench and seating are set up according to <b>OH&amp;S practices</b>.</p> <p>2.2 <b>Machines</b> are cleaned.</p> <p>2.3 Records are maintained.</p> <p>2.4 Machines are <b>set up</b> and adjusted according to specifications for work.</p> <p>2.5 <b>Needles</b>, attachments and parts are checked and worn needles and parts are identified and reported or replaced, according to manufacturer instructions.</p>
3 Identify poor machine performance	<p>3.1 Performance of machine is regularly checked for signs of faulty operation, including evidence from inspection of finished pieces.</p> <p>3.2 Required action taken to address poor performance.</p>
4 Sew components	<p>4.1 Components are sewn according to requirements for <b>operations</b>.</p> <p>4.2 Components are sewn according to quality standards.</p> <p>4.3 Components are sewn according to requirements for speed of work.</p> <p>4.4 Machine speed and work handling are controlled for type of operations, fabrics and product type.</p>

- 4.5 ***OH&S practices*** are followed in operation of machine.
- 4.6 Action is taken according to OH&S practices to prevent accidents and to eliminate risks to personal safety.
- 5 Complete work
- 5.1 Sewn components are inspected, any faults identified and appropriate action taken and finished pieces are checked against quality standards.
- 5.2 Results of inspection of finished components are recorded.
- 5.3 Action taken to either reject or correct faulty components is recorded.
- 5.4 Preventative action taken to avoid recurrence of defective pieces is recorded.
- 5.5 Production records or packing slips are completed.
- 5.6 Completed work is directed to next operation or packing section.

## RANGE STATEMENT

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

- |                        |   |
|------------------------|---|
| Checked includes       | <ul style="list-style-type: none"> <li>• checking that the bundle matches ticket information,</li> <li>• checking that previous operations have been successfully completed</li> </ul>  |
| Components may include | <ul style="list-style-type: none"> <li>• sleeves</li> <li>• waistbands – straight or shaped</li> <li>• collars</li> <li>• cuffs</li> <li>• plackets</li> <li>• facings – neck, armhole</li> <li>• binds</li> <li>• zips – dress, skirt, trouser, invisible</li> <li>• buttons and buttonholes</li> <li>• pockets – cut away, patch, in seam</li> </ul>  |
| OH&S practices         | <p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> <li>• reporting accidents and incidents</li> <li>• environmental practices</li> </ul> |
| Machines may include   | <ul style="list-style-type: none"> <li>• plain lockstitch sewing machine</li> <li>• three, four or five thread overlocker</li> </ul>  |



Set-up includes	<ul style="list-style-type: none"> <li>• zigzag sewing machine</li> <li>• blind hemming machines</li> <li>• correct thread, needle size and type, needle guard, tension setting and attachments</li> </ul>
Needles may include	<ul style="list-style-type: none"> <li>• a variety of size and types such standard, ball point</li> </ul>
Operations may include	<ul style="list-style-type: none"> <li>• sewing techniques where the positioning, feeding and handling of work pieces involves discretionary changes, contouring or critical stopping points or involving the special handling skills required to accommodate fabric variations</li> <li>• gathering, easing, tucking, stitching curves</li> <li>• hems – double fold, rolled, blind, stitched hem</li> <li>• darts and pleats</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• check work against ticket information</li> <li>• prepare workstation and work before commencing sewing operations</li> <li>• apply sewing techniques over a minimum of two operations</li> <li>• operate at least two types of machine for operations where the positioning, feeding and handling of work pieces involves discretionary changes, contouring or critical stopping points or involving special handling skills required to accommodate fabric variations</li> <li>• apply workplace OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• characteristics of woven and knitted fabrics such as denim, single knits, tricot, gabardine</li> </ul>

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

**Underpinning skills****Demonstrates skills to:**

- Consistently achieve quality and production output requirements
- use and maintain three, four and five thread overlocker, zigzag, blind hemming and plain lockstitch sewing machines
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

**KEY COMPETENCIES**

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

**Performance levels of Key Competencies**

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Production and quality outcomes are recorded.	1
Collect, analyse and organise information	Work bundles are received and checked for compliance with ticket information.	1
Plan and organise activities	Machines are set up and adjusted according to specified production requirements.	1
Work with others and in teams	Machine and materials supply requirements are communicated to appropriate personnel.	1
Use mathematical ideas and techniques	Use spatial concepts related to the alignment of components.	1
Solve problems	Machine faults are identified and reported.	1
Use technology	Machines are used to produce components.	1

# LMTCL2005A Use specialised machinery or processes to assist assembly production

<b>Unit descriptor</b>	This unit covers the skills and knowledge to use specialised machinery to assist in assembly production and completion of garments and other associated items.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to production assembly tasks that include the use of specialised machines such as buttonholers, fusing, moulding or gluing machines, ticket and label printers, or processes such as the bundling of cut work.</p> <p>Work may be repetitive and require a limited range of operations such as loading and unloading machines, or placing tickets and labels on bundled work. Tasks are preset and the operator must be able to work quickly and accurately to achieve required specifications.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

## PERFORMANCE CRITERIA

1 Prepare work pieces and workstation	<p>1.1 Work pieces or materials are laid out in sequence according to specifications.</p> <p>1.2 Workbench and seating are set up according to <i>OH&amp;S practices</i>.</p> <p>1.3 <i>Equipment</i> is set up and adjusted in accordance to specifications for work.</p> <p>1.4 Routine minor maintenance is performed according to manufacturer specifications.</p> <p>1.5 Any problems are reported and recorded.</p>
2 Perform production tasks	<p>2.1 <i>Production tasks</i> are performed.</p> <p>2.2 OH&amp;S practices are followed.</p> <p>2.3 Work is assessed for compliance with quality standards and production specifications.</p> <p>2.4 Where <i>specialised machine</i> is used, machine is checked and adjusted to ensure optimum performance.</p>
3 Despatch completed work	<p>3.1 Garments or articles are checked against quality standards.</p> <p>3.2 Any faults identified are reported and recorded.</p>

3.3 Completed garments or articles are directed to next operation.

3.4 Work documentation is completed as required.

## **RANGE STATEMENT**

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

OH&S practices

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

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

Equipment may include

- moulding machine
- fusing machine
- gluing machine
- ticket or label printer
- button holing machine

Production tasks may include

- fusing
- moulding
- making tickets or labels
- bundling cut work
- placing tickets and labels with cut work

Specialised machine may include

- buttonholer
- fusing
- moulder
- cuff turner and fuser
- pocket setting
- button sewer

## **EVIDENCE GUIDE**

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

Critical aspects of evidence

Demonstrates skills and knowledge to:

- check work against ticket information
- prepare workstation and work before commencing operations
- apply machine operation techniques

	<ul style="list-style-type: none"> <li>• carry out minor machine maintenance according to workplace practices</li> <li>• apply OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• operating procedures for non-sewing machines</li> <li>• characteristics of fabrics, threads and other materials used in garment assembly</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• handle, receive, and perform production tasks</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

**KEY COMPETENCIES**

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

**Performance levels of Key Competencies**

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Task procedures are discussed with supervisor.	1
Collect, analyse and organise information	Work pieces are received and checked for compliance with workplace standards.	1
Plan and organise activities	Work is prepared for activity.	1
Work with others and in teams	Activities are conducted in cooperation with others.	1
Use mathematical ideas and techniques	Work positioning requirements are determined.	1
Solve problems	Faults are reported.	1
Use technology	Specialised machine is used effectively and safely.	2

## LMTCL2006A Press work

<b>Unit descriptor</b>	This unit covers the skills and knowledge to press work as part of the garment production process.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to pressing of work as part of the garment production process where the position and handling of work are under the control of the operator and operator skills may contribute to the final appearance and finish of the work.</p> <p>Work to be pressed may include stable woven and knitted natural and synthetic fabrics.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

### ELEMENTS

1 Prepare workstation

2 Press work

### PERFORMANCE CRITERIA

- 1.1 Work area is set up according to *OH&S practices*.
- 1.2 *Pressing equipment* is cleaned and checked.
- 1.3 *Routine minor maintenance* is performed.
- 1.4 Work is laid out in correct proximity and sequence.
- 2.1 Work is collected or received and quality checked, and any follow-up action determined.
- 2.2 Faults, spots and marks are identified and appropriate action taken.
- 2.3 Appropriate attachments are selected and used.
- 2.4 Pressing is sequenced.
- 2.5 Work is positioned on pressing equipment according to product requirements.
- 2.6 Heat, steam, vacuum, pressure and time are applied according to product requirements and fabric specifications.
- 2.7 Work is pressed.
- 2.8 Equipment and work handling are controlled for variations in work type and construction and pressing requirements.
- 2.9 OH&S practices are followed.
- 2.10 Action is taken according to workplace practices to prevent accidents and to eliminate risks to personal safety.

- |                         |   |
|-------------------------|---|
| 3 Despatch pressed work | <p>3.1 Pressed work is inspected and compared against workplace pressing standards.</p> <p>3.2 Results of inspection of work are recorded.</p> <p>3.3 Subsequent action to either reject or correct faulty work is <b><i>reported and recorded</i></b>.</p> <p>3.4 Preventative action taken to avoid any recurrence of faulty work is recorded.</p> <p>3.5 Pressed work is either passed to next operation, hung or packed and directed to required despatch area, despatch storage or packing sections.</p> |
|-------------------------|---|

## RANGE STATEMENT

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

- |                                       |   |
|---------------------------------------|---|
| OH&S practices                        | <p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul> |
| Pressing equipment may include        | <ul style="list-style-type: none"><li>• irons</li><li>• presses</li><li>• industrial steam irons</li><li>• suction boards</li><li>• sleeve board</li><li>• sleeve roll</li></ul>  |
| Routine minor maintenance may include | <ul style="list-style-type: none"><li>• washing out or replacing cover and padding</li><li>• shaking out rubber mat</li><li>• brushing and air blowing wire mesh</li><li>• applying sole-cleaning compounds to hand irons</li></ul>   |
| Reported and recorded                 | <ul style="list-style-type: none"><li>• records may be written, or shown by the attachment of a ticket and reports may be written or verbal.</li></ul>  |



## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• check work against work specification or pressing instructions</li> <li>• prepare pressing equipment and work before commencing pressing operations</li> <li>• apply pressing techniques in operations</li> <li>• apply OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• pressing requirements and characteristics of typical fabrics and other materials used in garment assembly such as woven cottons, denim, single knits, tricot, gabardine, cotton drill, calico, double knit, rugby knit, poplin</li> <li>• sewing techniques such as pleats, tucks, gathers, darts, hems and how pressing impacts on the finish</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• consistently achieve quality and production output requirements</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> </ul>

- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Faults or inconsistencies are reported.	1
Collect, analyse and organise information	Work bundles are received and checked for compliance with ticket information.	1
Plan and organise activities	Appropriate attachments are selected.	1
Work with others and in teams	Workplace safety risks are communicated to others.	1
Use mathematical ideas and techniques	Production output requirements are calculated with view to achieving specification and quality outcomes.	1
Solve problems	Heat, steam, vacuum, pressure and time are applied according to fabric requirements.	1
Use technology	Equipment and attachments are used correctly.	1

# LMTCL2007A Lay up, mark and cut uncomplicated fabrics and lays

<b>Unit descriptor</b>	This unit covers the skills and knowledge to lay up, mark and cut uncomplicated fabrics and lays.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to situations where single garments or only a couple of layers of fabric are be cut. The marker may be developed directly on the fabric lay or planned separately and applied. Patterns are likely to have uncomplicated shaping and few pieces such as T-shirts, straight or A-line skirts, shift dresses, tracksuits, section crowns, brims, tips, side bands, berets.</p> <p>Work involves some discretion, initiative and judgement.</p> <p>Manual or computer aided techniques may be used.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Prepare workstation	<p>1.1 Workstation, cutting table and seating are set up according to <b>OH&amp;S practices</b> and specifications for work.</p> <p>1.2 <b>Cutting equipment</b> is cleaned, checked and servicing assessed according to manufacturer instructions.</p> <p>1.3 Cutting table is prepared to suit correct lay length.</p> <p>1.4 <b>Lay-up and marking equipment</b> is set up and prepared for use.</p>
2 Lay-up fabric	<p>2.1 Lay-up instructions are interpreted.</p> <p>2.2 <b>Fabric</b> is collected and checked.</p> <p>2.3 Fabric width and quality are checked with lay-up instructions.</p> <p>2.4 Fabric is laid up and fabric tension adjusted to match fabric performance.</p> <p>2.5 Fabric is checked for faults and required action taken to cut out faults or other appropriate techniques.</p>
3 Draft lay marker	<p>3.1 Cutting order is interpreted for marking requirements such as fabric type, width, quantity and garment sizes.</p> <p>3.2 Required pattern pieces are collected and checked manually or by</p>

- computer.
- 3.3 Pattern pieces are manipulated and positioned manually on paper or by computer for most efficient fabric use.
- 3.4 Lay marker is drawn up manually or by computer.
- 3.5 Lay-up instructions are prepared according to requirements.
- 4 Copy marker
- 4.1 Marker is checked against requirements.
- 4.2 Marker is copied either manually or by computer.
- 5 Position marker
- 5.1 Marker is placed on lay.
- 5.2 Marker and lay alignment are checked and appropriate action taken according to job specifications
- 6 Cut work
- 6.1 Lay is cut using cutting equipment according to requirements for operation.
- 6.2 Cut work is inspected, any faults identified and appropriate action taken to ensure cut pieces meet required quality standards.
- 6.3 Preventative action is taken to avoid any recurrence of defective pieces, and is recorded.
- 6.4 Performance of cutting equipment is regularly checked for signs of faulty operation, including evidence from inspection of cut pieces, and any required action is taken.
- 6.5 OH&S practices are followed.
- 6.6 Action is taken according to OH&S practices to prevent accidents and to eliminate risks to personal safety.
- 7 Complete work
- 7.1 Cut work is directed to next operation and work area is cleaned and prepared for next job.
- 7.2 Master copy of lay marker is stored in filing drawer or computer as appropriate.

## RANGE STATEMENT

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

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

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

Cutting equipment      • dressmaker's shears

may include	<ul style="list-style-type: none"> <li>• cutting mats</li> <li>• straight-blade cutter</li> </ul>
Lay-up and marking equipment may include	<ul style="list-style-type: none"> <li>• computers and required software</li> <li>• patterns</li> <li>• fabric</li> <li>• marker card or paper</li> <li>• weights</li> <li>• clamps</li> </ul>
Fabric may include	<ul style="list-style-type: none"> <li>• woven fabrics such as: <ul style="list-style-type: none"> <li>• poplin</li> <li>• drill</li> <li>• flannelette</li> </ul> </li> <li>• knitted fabrics such as: <ul style="list-style-type: none"> <li>• rugby knit</li> <li>• double knit</li> </ul> </li> <li>• designs such as: <ul style="list-style-type: none"> <li>• stripes</li> <li>• one-way designs</li> <li>• plaids</li> </ul> </li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• check work against work specification or cutting order</li> <li>• set up manual or computer drafting equipment before commencement of marker-making operations</li> <li>• make markers involving patterns, uncomplicated fabrics and lays, using manual or computer techniques</li> <li>• prepare cutting table and work before commencing cutting operations</li> <li>• use cutting techniques</li> </ul> <p>use lay-up techniques</p> <ul style="list-style-type: none"> <li>• apply workplace OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace</p>

	practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"><li>• characteristics of fabrics and other materials used in garment assembly such as woven fabrics (poplin, drill, flannelette) and knitted fabrics (rugby knit, double knit)</li><li>• fabric faults</li><li>• pattern identification</li><li>• computer operations involved in marker-making, copying and storage</li><li>• quality standards and practices</li><li>• OH&amp;S practices, including hazard identification and control measures</li><li>• workplace practices</li><li>• recording and reporting practices</li></ul>
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"><li>• draft markers using either manual or computer techniques</li><li>• handle, receive and assemble garments</li><li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li><li>• maintain accurate records</li><li>• communicate within the workplace</li><li>• sequence operations</li><li>• meet specifications</li><li>• clarify and check task-related information</li><li>• carry out work according to OH&amp;S practices</li></ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Marker is made to guide cutting.	1
Collect, analyse and organise information	Patterns are organised for making marker.	1
Plan and organise activities	Work area is set up with required equipment.	1
Work with others and in teams	Work is conducted in cooperation with others.	1
Use mathematical ideas and	Patterns pieces are arranged to minimise waste.	1

## techniques

Solve problems	Fabric faults are identified.	1
Use technology	Computer is used to make markers.	1





# LMTCL2008A Finish garment production

<b>Unit descriptor</b>	This unit covers the skills and knowledge to finish completed work in the production of garments or other associated articles.
<b>Prerequisites</b>	LMTCL2003A Identify fibres and fabrics
<b>Application</b>	<p>The unit applies to finishing operations on garments and other related articles. Finishing operations may include hand or machine tasks such as attaching buttons, cutting loose threads, ironing on transfers, fasteners, attaching tickets and, labels and hemming.</p> <p>Work performed may require some decision making within defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

- 1 Prepare workstation
- 2 Finish work

## PERFORMANCE CRITERIA

- 1.1 Workbench and seating are set up according to safety standards and **OH&S practices**.
- 1.2 **Components** are laid out in proximity and sequence according to specifications.
- 2.1 **Finishing operations** are performed according to customer specifications.
- 2.2 Garment or article is checked against specifications to ensure correct sizing and attention to loose threads, and missing buttons and attachments.
- 2.3 Faults are identified, reported and returned to appropriate section for repair according to quality standards.
- 2.4 Production and other records are completed.
- 2.5 OH&S practices are followed.

## RANGE STATEMENT

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

OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>
Components may include	<ul style="list-style-type: none"><li>• tags</li><li>• trims</li><li>• garments</li><li>• buttons</li><li>• fasteners</li><li>• labels</li><li>• belt and button loops</li></ul>
Finishing operations may include	<ul style="list-style-type: none"><li>• trimming loose threads</li><li>• checking</li><li>• spotting</li><li>• sorting</li><li>• hand or machine sewing buttons or fasteners</li><li>• hand or machine sewing hems</li><li>• securing lining</li><li>• sewing and cutting buttonholes</li><li>• attaching accessories or trims</li><li>• attaching tickets and labels</li><li>• bundling</li></ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"><li>• attach correct components to garments and articles</li><li>• complete finishing operations</li></ul>
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	<ul style="list-style-type: none"> <li>• ensure finished garment meets specifications</li> <li>• deal with faults appropriately</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• characteristics of typical fabrics and other materials used in garment production</li> <li>• quality standards and practices</li> <li>• correct sequencing of components</li> <li>• required finishing procedures</li> <li>• industry and product processes and equipment</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• set up safe work area</li> <li>• complete finishing operations</li> <li>• report and address faults appropriately</li> <li>• receive, document and transfer information</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

**KEY COMPETENCIES**

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

**Performance levels of Key Competencies**

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Task procedures are discussed with supervisor.	1
Collect, analyse and organise information	Task requirements are received and clarified.	1
Plan and organise activities	Work is prepared for activity.	1
Work with others and in teams	Activities are conducted in cooperation with others.	1
Use mathematical ideas and techniques	Quantity of components required is determined.	1
Solve problems	Faults are reported.	1
Use technology	Finishing equipment is used effectively and safely.	1

## LMTCL2009A Despatch work

<b>Unit descriptor</b>	This unit covers the skills and knowledge to prepare finished works for despatch to customers or storage.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to activities associated with preparing garments and associated items for despatch to customers or storage. It includes labelling and packing of items and completion of documentation.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Prepare workstation	<p>1.1 Workbench and seating are set up according to <i>OH&amp;S practices</i>.</p> <p>1.2 <i>Components</i> are laid out in correct proximity and sequence according to specifications.</p>
2 Package work	<p>2.1 Garment or article is checked against <i>specifications</i> to ensure item is correct and ready for despatch.</p> <p>2.2 Tickets, labels and swing tags are attached as required.</p> <p>2.3 Boxing, packing, bagging, folding and hanging are performed in accordance with environmental guidelines.</p> <p>2.4 Faults are identified, reported and returned to appropriate section for repair according to quality standards.</p> <p>2.5 OH&amp;S practices are followed.</p> <p>2.6 Action is taken according to OH&amp;S practices to prevent accidents and to eliminate risks to personal safety.</p>
3 Despatch completed work	<p>3.1 Completed garments or articles are directed or transferred to required storage or despatch area.</p> <p>3.2 Production and other records are completed.</p>

## RANGE STATEMENT

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

OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>
Components may include	<ul style="list-style-type: none"><li>• tags</li><li>• swing tickets</li><li>• labels</li><li>• completed garments</li><li>• packaging materials</li><li>• coat hangers</li><li>• tape</li><li>• plastic clothes covers</li></ul>
Specifications may include	<ul style="list-style-type: none"><li>• construction specifications</li><li>• quality standards</li><li>• customer order</li><li>• despatch documentation</li></ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"><li>• attach correct components to garments and articles</li><li>• ensure finished garment meets specifications</li><li>• deal with faults appropriately</li></ul> <p>prepare items for despatch or storage</p> <p>package items</p> <ul style="list-style-type: none"><li>• maintain accurate records</li></ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"><li>• organising work</li></ul>

	<ul style="list-style-type: none"> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• quality standards and practices</li> <li>• correct sequencing of components</li> <li>• required packing and despatch procedures</li> <li>• folding techniques</li> <li>• industry and product processes and equipment</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• set up safe work area</li> <li>• complete all required packing and despatch operations</li> <li>• report and address faults appropriately</li> <li>• receive, document and transfer information</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

## 3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Packing and storage information is recorded according to workplace procedures.	1
Collect, analyse and organise information	Order specifications are checked for comparison with product packaging details.	1
Plan and organise activities	Components are prepared for work.	1
Work with others and in teams	Packing activity is coordinated with production activity.	1
Use mathematical ideas and techniques	Packaging is used to create minimal waste.	1
Solve problems	Faults are identified and reported.	1
Use technology	Despatch systems are implemented.	1



# LMTCL2010A Modify patterns to create basic styles

<b>Unit descriptor</b>	This unit covers the skills and knowledge to modify patterns to create basic styles.
<b>Prerequisite</b>	Nil
<b>Application</b>	<p>The unit applies to the modification of existing styled patterns to create new styles with minimal modification. Pattern and garment terminology, as well as the correct use of tools and equipment are also applied.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Identify pattern components	<p>1.1 Pattern pieces are identified.</p> <p>1.2 <b>Pattern markings</b> are identified.</p> <p>1.3 Required <b>style modifications</b> are identified.</p> <p>1.4 Pattern components are checked against <b>pattern specification sheet</b>.</p>
2 Prepare to <i>modify patterns</i>	<p>2.1 Garment requirements are confirmed.</p> <p>2.2 Fabric performance characteristics that may affect style modifications are identified.</p> <p>2.3 Patternmaking <b>tools and equipment</b> are selected and prepared.</p> <p>2.4 Basic sketch of required modification is prepared.</p>
3 Modify and finalise pattern	<p>3.1 Modifications are made applying <b>basic patternmaking principles</b>.</p> <p>3.2 Pattern pieces are checked for accuracy, including seam allowances, ease allowance, seam match, hems and functional openings.</p> <p>3.3 Pattern pieces are labelled, including grain lines, notches, pattern information and cutting instructions.</p> <p>3.4 <b>OH&amp;S practices</b> are identified and followed.</p> <p>3.5 Action is taken according to OH&amp;S practices to prevent accidents and to eliminate risks to personal safety.</p>

## RANGE STATEMENT

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

Pattern markings may include	<ul style="list-style-type: none"><li>• notches, straight of grain, seam lines, drill holes, darts, cutting instructions, style number, size</li></ul>
Style modifications include	<ul style="list-style-type: none"><li>• changing neckline, adding opening or closure, lengthening or shortening, adding flat seaming, applied pockets and flaps</li></ul>
Pattern specification sheet may include	<ul style="list-style-type: none"><li>• number of pattern pieces, style details, fabric swatches, trade sketch, special pattern information and cutting instructions</li></ul>
Modify pattern may include features such as	<ul style="list-style-type: none"><li>• appropriate seam allowance</li><li>• ease allowance</li><li>• notching</li><li>• pattern information (size, style no., cutting instructions and identity)</li><li>• darts</li><li>• drill holes</li><li>• grain line</li><li>• cutting line</li><li>• stitching line</li></ul>
Tools and equipment includes	<ul style="list-style-type: none"><li>• patterns, scissors, ruler, square rule, marker pens, hole punch, pins, fashion triangle, French curve, pattern notcher, weights, tape measure, mitre rule, paper scissors, pattern hook, masking tape, sticking tape</li></ul>
Basic patternmaking principles include	<ul style="list-style-type: none"><li>• dart manipulation</li><li>• square blocking</li></ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	Demonstrates skills and knowledge to: <ul style="list-style-type: none"><li>• understand and apply correct pattern and garment terminology</li></ul>
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	<ul style="list-style-type: none"> <li>• identify, select and use the appropriate tools and equipment for patternmaking</li> <li>• select and modify the appropriate pattern</li> <li>• cut out and label pattern pieces accurately</li> <li>• apply OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• patternmaking and design terminology</li> <li>• pattern markings</li> <li>• style features</li> <li>• fabric performance characteristics</li> <li>• sequence of operations</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• draw a basic sketch</li> <li>• take measurements</li> <li>• use patternmaking tools</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

**KEY COMPETENCIES**

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

**Performance levels of Key Competencies**

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Pattern modifications are documented.	1
Collect, analyse and organise information	Suitable patterns are selected and laid out for modification.	1
Plan and organise activities	Work area is set up with correct tools and equipment.	1
Work with others and in teams	Patternmaker is assisted in the modification of patterns.	1
Use mathematical ideas and techniques	Seam allowances are measured and added accurately	1
Solve problems	Patterns are checked for accuracy.	1
Use technology	Pattern storage systems are maintained electronically.	1

## LMTCL2011A Draw and interpret a basic sketch

<b>Unit descriptor</b>	This unit covers the skills and knowledge to draw and interpret a two-dimensional sketch of a garment, to identify construction features.
<b>Prerequisite</b>	Nil
<b>Application</b>	<p>The unit applies to interpreting and drawing basic trade sketches, used by patternmakers and designers. Basic sketches or working drawings are two-dimensional, accurate drawings that show accurate details of pattern pieces and garment construction, and may be drawn freehand or with the use of measuring devices and templates.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

### ELEMENTS

### PERFORMANCE CRITERIA

1 Prepare drawing tools, equipment and workstation	1.1 <b>Drawing tools and equipment</b> are selected.
2 Identify basic design styles	1.2 Workbench and seating are set up according to OH&S practices.
3 Use template to draw sketches	2.1 <b>Basic styles</b> and <b>pattern pieces</b> are identified.
	2.2 Specifications are identified and followed as required.
	2.3 Correct terminology is used to identify garment components.
	3.1 <b>Quality criteria</b> for drawing is identified.
	3.2 <b>Template</b> is selected to draw sketch.
	3.3 <b>Lines</b> required to complete sketch are drawn accurately.
	3.4 Sketch is drawn to correctly represent a pattern piece or garment.
	3.5 Relevant parts of sketch are identified and labelled.
4 Interpret sketch	4.1 <b>Features of design</b> are identified from sketch.
	4.2 Specifications where used, are interpreted from sketch.
5 Complete work	5.1 Sketch is inspected against quality standards.
	5.2 Any changes or adjustments to sketch are carried out as required.
	5.3 Documentation relating to sketch is completed.

**RANGE STATEMENT**

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

Drawing tools and equipment include	<ul style="list-style-type: none"><li>• A3 layout pad</li><li>• pencils with HB leads</li><li>• pencil sharpener</li><li>• kneadable eraser</li><li>• templates</li></ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>
Basic styles may include	<ul style="list-style-type: none"><li>• straight and A-line skirt</li><li>• shift dress</li><li>• blouse</li><li>• pants</li><li>• trousers</li></ul>
Pattern pieces may include	<ul style="list-style-type: none"><li>• any components of the basic styles as listed, that need understanding to be able to sketch, such as waistbands and pockets, skirt front and back, sleeves</li></ul>
Quality criteria include	<ul style="list-style-type: none"><li>• proportion</li><li>• perspective</li><li>• symmetry and balance</li><li>• fabric performance</li><li>• detailing</li><li>• neatness</li></ul>
Templates may include	<ul style="list-style-type: none"><li>• front and back full body view – ladies', men's and children's</li><li>• upper torso or lower torso</li><li>• swimwear or lingerie</li></ul>
Lines may include	<ul style="list-style-type: none"><li>• straight, angled, curved, pointed, circled</li></ul>
Features of design may include	<ul style="list-style-type: none"><li>• pattern pieces</li><li>• construction requirements</li><li>• garment style</li></ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• prepare workstation before commencing drawing</li> <li>• draw a sketch to accurately depict a style of garment</li> <li>• use appropriate tools and equipment to sketch</li> <li>• applying quality criteria in completion of sketch</li> <li>• conveying all necessary instructions/information by the appropriate use of notes on the sketch</li> <li>• apply OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• characteristics of fabrics used for garment construction</li> <li>• basic pattern shapes</li> <li>• sequence of operations</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• draw shapes using a pencil</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> </ul>

- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Complete specification sheets using a basic sketch.	1
Collect, analyse and organise information	Identify pattern shapes required for sketching.	1
Plan and organise activities	Set up and draw sketch following a process.	1
Work with others and in teams	Draw sketch based on patternmaker or designer specifications.	1
Use mathematical ideas and techniques	Use mathematical proportions to complete sketch accurately.	1
Solve problems	Determine pattern shapes based on a garment.	1
Use technology	Use equipment correctly.	1



# LMTCL2012A Organise and plan own work in a home-based production environment

<b>Unit descriptor</b>	This unit covers the skills and knowledge to organise and plan own work in a home-based production environment.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to machine operations such as sewing where responsibility is taken for collection and despatch, quality and timely production and documentation.</p> <p>Work is conducted according to defined procedures in a home-based or outside a factory environment.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Confirm drop-off and pick-up arrangements	1.1 Relevant <i>personnel in client organisation</i> are identified and contacted. 1.2 Drop-off and pick-up arrangements are confirmed with relevant personnel. 1.3 Timelines and work requirements are identified.
2 Establish and agree upon quality procedures	2.1 Steps required to complete work are confirmed with appropriate personnel in client organisation. 2.2 Quality requirements of client organisation are confirmed and interpreted. 2.3 Work is assessed according to agreed steps and quality criteria. 2.4 Work is checked against specifications and quality standards and action is taken to rectify work that is not according to requirements.
3 Set up home-based workplace	3.1 Workbench and seating are set up according to <i>OH&amp;S practices</i> . 3.2 Machines are cleaned and checked according to standard home-based work practices. 3.3 Machines are set up and adjusted and specifications for work, attachments and parts are checked. 3.4 Problems with machines and equipment are identified and either fixed, or referred to maintenance personnel. 3.5 OH&S practices are identified and followed. 3.6 Action is taken according to OH&S practices to prevent accidents and to eliminate risks to personal safety.
4 Keep records of	4.1 Home-based work record system is established according to standard

work

home-based work practice and relevant industrial award.

4.2 Records are kept according to record system requirements.

## RANGE STATEMENT

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

Personnel in client organisation may include:

- production manager
- pattern maker
- delivery personnel
- finance personnel
- designer

OH&S practices

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

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

## EVIDENCE GUIDE

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

Critical aspects of evidence

Demonstrates skills and knowledge to:

- clarify and confirm drop-off and pick-up arrangements for work
- confirm and interpret work specifications
- establish and apply required quality procedures and required work steps
- organise and set up home-based workplace
- maintain home-based machines and equipment
- apply OH&S practices in work operations
- maintain accurate records

Consistency in performance

Consistently applies skills and knowledge when:

- organising work
- completing tasks according to instructions
- working systematically with attention to detail
- identifying improvements and avoiding damage

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

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

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

Key Competency	Example	Level
Communicate ideas and information	Drop-off and pick-up arrangements are arranged.	1
Collect, analyse and organise information	Quality standards are interpreted.	1

Plan and organise activities	Work is organised to achieve production requirements.	2
Work with others and in teams	Client production needs are clarified.	1
Use mathematical ideas and techniques	Quantity and timing requirements are calculated to determine production requirements.	1
Solve problems	Machine performance is adjusted for quality output.	1
Use technology	Machine is used to achieve quality products.	2

# LMTCL2013A Block and shape headwear by machine

<b>Unit descriptor</b>	This unit covers the skills to perform blocking and shaping of headwear by machine.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to the production of headwear from specialist millinery foundation materials and standard textile products in a commercial environment where multiple units of styles are produced. It includes selecting the block where applicable.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

## PERFORMANCE CRITERIA

1 Interpret and confirm design specification	<p>1.1 Design specification is interpreted for process requirements.</p> <p>1.2 Blocking and shaping requirements are confirmed to ensure correct design application.</p>
2 Prepare materials	<p>2.1 Materials required for design are appropriately selected.</p> <p>2.2 Selected materials are assembled in readiness for preparation process.</p> <p>2.3 Materials are prepared in readiness for shaping hat.</p>
3 Select block	<p>3.1 Block is selected, where necessary, to suit design and ensure correct application.</p>
4 Process by steam	<p>4.1 Fibre/materials are prepared for blocking process.</p> <p>4.2 <b>Machine and equipment</b> is set to meet requirements.</p> <p>4.3 Blocking is assessed using appropriate machine according to manufacturer specifications and <b>OH&amp;S practices</b>.</p>

## RANGE STATEMENT

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

Machine may include

- hat blocking press
- cord
- steam applicator
- hot block
- hat stretcher
- cutting tools

OH&S practices

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

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

## EVIDENCE GUIDE

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

Critical aspects of evidence

Demonstrates skills and knowledge to:

- interpret design specifications
- prepare and handle materials
- use blocks appropriately
- operate machines or equipment, including steam equipment
- recognise non-conforming outcomes

Consistency in performance

Consistently applies skills and knowledge when:

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

	including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• industry and product processes and equipment</li> <li>• textiles and millinery foundation materials and their composition, and effects of temperature and steam</li> <li>• the stretch quality of fabrics</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• select appropriate materials</li> <li>• manipulate materials to produce required shapes</li> <li>• apply the quality requirements for each stage of the process</li> <li>• document, assess and transfer information</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

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

Key Competency	Example	Level
Communicate ideas and information	Design specifications are discussed with the supervisor.	1
Collect, analyse and organise information	Block and shaping requirements are determined.	1
Plan and organise activities	Materials are selected and prepared	1

Work with others and in teams	Machine and materials supply requirements are communicated to appropriate personnel.	1
Use mathematical ideas and techniques	Production outcome quantities are determined.	1
Solve problems	Machine operation faults are identified and rectified.	1
Use technology	Machines and equipment are used correctly.	1



## LMTCL2014A Pack, store, handle and despatch headwear

<b>Unit descriptor</b>	This unit covers the skills and knowledge to pack, store, handle and despatch headwear
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to activities associated with final inspection, packing, storage, handling and despatching of headwear.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Prepare headwear for storage and handling	1.1 <i>Storage and handling requirements</i> are identified or confirmed. 1.2 Records are checked to assist with process.
2 Pack headwear for storage or despatch	2.1 Final inspection of headwear is assessed. 2.2 Packing of headwear is assessed for handling of finished articles. 2.3 Records are maintained. 2.4 OH&S practices are followed. 2.5 Action is taken according to <i>OH&amp;S practices</i> to prevent accidents and to eliminate risks to personal safety.
3 Store headwear, where required	3.1 Headwear is stored in an appropriate location. 3.2 Handling procedures for headwear are followed. 3.3 Records are maintained to ensure accurate information is available.
4 Compile orders for <i>despatch</i> , where required	4.1 Orders are compiled to customer specifications. 4.2 Delivery of orders is coordinated to meet delivery or collection timetables. 4.3 Documentation is maintained.

## RANGE STATEMENT

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

Storage and handling requirements may include	<ul style="list-style-type: none"><li>• headwear care requirements</li><li>• boxing</li><li>• correct labelling and identification</li></ul>
Despatch may include	<ul style="list-style-type: none"><li>• checking specifications and documentation</li><li>• sequencing delivery points</li><li>• coordinating timetables</li></ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"><li>• identify or confirm requirements</li><li>• prepare headwear for storage packing</li><li>• inspect and pack product</li><li>• compile or coordinate orders for despatch</li></ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks according to instructions</li><li>• working systematically with attention to detail</li><li>• identifying improvements and avoiding damage</li><li>• using workplace practices</li><li>• using OH&amp;S practices</li><li>• recording and reporting accidents and incidents</li><li>• assessing operational readiness of equipment</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li></ul>

Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> <li>• packing and handling procedures</li> <li>• inspection techniques</li> <li>• quality standards and practices</li> <li>• delivery and collection timetables</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"> <li>• interpret customer and enterprise specifications and requirements</li> <li>• Store and handle headwear</li> <li>• ensure headwear is packed correctly</li> <li>• consign orders efficiently</li> <li>• apply the quality requirements for each stage of the process</li> <li>• document and transfer information</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

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

Key Competency	Example	Level
Communicate ideas and information	Tasks procedures are discussed with supervisor.	1
Collect, analyse and organise information	Task requirements are received and clarified.	1
Plan and organise activities	Work is prepared for the activity.	1

Work with others and in teams	Activities are conducted to support others.	1
Use mathematical ideas and techniques	Items required for packaging are calculated.	1
Solve problems	Faults are reported to the supervisor.	1
Use technology	Equipment is used effectively and safely.	1

## LMTCL2015A Finish headwear

<b>Unit descriptor</b>	This unit covers the skills and knowledge to perform the tasks associated with finishing of headwear and involves final inspection.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to activities associated with undertaking finishing operations on headwear and related articles.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Confirm finishing requirements	1.1 Requirements for finishing headwear are confirmed to ensure defined standards are met
2 Label headwear and attach elastic	2.1 <b>Labels</b> are attached to headwear as required. 2.2 Elastic and other fastening is attached, as required. 2.3 <b>Tools and equipment</b> are used effectively
3 Finish headwear	3.1 Headwear is finished for presentation by brushing, steaming or pressing. 3.2 <b>Final inspection</b> of headwear is assessed to ensure conformance to quality and safety standards. 3.3 Non-conformance to standards is identified and appropriate action taken. 3.4 <b>OH&amp;S practices</b> are followed. 3.5 Action is taken according to OH&S practices to prevent accidents and to eliminate risks to personal safety.
4 Maintain records	4.1 Finished article and non-conformance records and reports are accurately maintained.

## RANGE STATEMENT

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

Labels may include	<ul style="list-style-type: none"><li>• care instructions</li><li>• client and/or manufacturer or enterprise information</li></ul>
Tools and equipment may include	<ul style="list-style-type: none"><li>• heat equipment</li><li>• steam equipment</li><li>• chemical adhesives</li></ul>
Final inspection may include	<ul style="list-style-type: none"><li>• checking for potentially dangerous items including:<ul style="list-style-type: none"><li>• wiring</li><li>• pins</li><li>• staples</li><li>• flower/trim wires</li><li>• dyes</li></ul></li><li>• hat elastic</li></ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"><li>• finish headwear to required standard</li><li>• inspect headwear</li><li>• operate machines and equipment, including heat and steam equipment</li><li>• recognise non-conforming outcomes</li></ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks according to instructions</li><li>• working systematically with attention to detail</li></ul>

	<ul style="list-style-type: none"> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• industry and product processes and equipment</li> <li>• finishing processes and their application to different fabrics</li> <li>• inspection and checking procedures</li> <li>• quality standards and practices</li> <li>• Safety and environmental aspects related to machine operation and use of tools/equipment, and the importance of ventilation and lighting</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• apply a range of finishing techniques</li> <li>• identify and select relevant labels and instructions</li> <li>• carry out inspection processes on a range of different headwear products</li> <li>• use and handle chemicals appropriately</li> <li>• apply the quality requirements for each stage of the process</li> <li>• document, assess and transfer information</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

## Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Task procedures are discussed with supervisor.	1
Collect, analyse and organise information	Task requirements are received and clarified.	2
Plan and organise activities	Work is prepared for activity.	1
Work with others and in teams	Finishing activities are conducted in cooperation with others.	1
Use mathematical ideas and techniques	Quantity of elastic is calculated.	1
Solve problems	Faults are identified and reported.	2
Use technology	Finishing equipment is used effectively.	1



## LMTCL2016A Trim headwear

<b>Unit descriptor</b>	This unit covers the skills and knowledge to perform the tasks associated with the trimming of headwear.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to multiple units of repetitive styles such as sports caps, sun protective headwear, soft hats and adventure wear sewn from textile products. It involves selecting or making simple trims.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

### ELEMENTS

### PERFORMANCE CRITERIA

1 Confirm trim requirements	<p>1.1 Requirements for trimming headwear are confirmed to ensure specifications are met.</p> <p>1.2 Sequence for trimming is determined.</p>
2 Select or make simple trims	<p>2.1 Appropriate materials are selected to reflect requirements of design and quality.</p> <p>2.2 Materials are prepared by cutting, stiffening or shaping, as required, according to design requirements.</p> <p>2.3 <b>Trims</b> are formed, sewn, stapled or glued in preparation for attachment to headwear.</p>
3 Trim headwear	<p>3.1 Trim is attached to hat as required to reflect design.</p> <p>3.2 Trimmed or finished article is checked for safety, including <b>potentially dangerous items</b>.</p> <p>3.3 <b>OH&amp;S practices</b> are followed.</p> <p>3.4 Action is taken according to OH&amp;S practices to prevent accidents and to eliminate risks to personal safety.</p>

## RANGE STATEMENT

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

Trims may include	<ul style="list-style-type: none"><li>• ribbon</li><li>• braid</li><li>• fabric</li><li>• flowers</li><li>• badges</li><li>• buttons</li><li>• studs</li><li>• eyelets</li><li>• fastenings</li><li>• elastic</li><li>• cords</li><li>• feathers</li></ul>
Potentially dangerous items may include	<ul style="list-style-type: none"><li>• wiring</li><li>• pins</li><li>• staples</li><li>• flower or trim wires</li><li>• dyes</li><li>• hat elastic</li></ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	Demonstrates skills and knowledge to: <ul style="list-style-type: none"><li>• make simple trims</li><li>• attach trims to headwear</li></ul>
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	<ul style="list-style-type: none"> <li>• operate machines or equipment</li> <li>• recognise non-conforming outcomes</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• industry and product processes and equipment</li> <li>• trims, including fabric types, variety, their application and attachment methods</li> <li>• inspection and checking procedures</li> <li>• quality standards and practices</li> <li>• safety and environmental aspects related to machine operation and use of tools and equipment, and the importance of ventilation and lighting</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• prepare a variety of trims</li> <li>• visualise the finished product</li> <li>• attach and position trims to produce the required outcome</li> <li>• apply the quality requirements for each stage of the process</li> <li>• document, assess and transfer information</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

**KEY COMPETENCIES**

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

**Performance levels of Key Competencies**

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Trim requirements are discussed with supervisor.	1
Collect, analyse and organise information	Task requirements are received and clarified.	1
Plan and organise activities	Work is sequenced according to production requirements.	1
Work with others and in teams	Activities are conducted in cooperation with others.	1
Use mathematical ideas and techniques	Trim and materials requirements are calculated.	1
Solve problems	Faults are identified and rectified.	2
Use technology	Machines and equipment are used effectively.	1

# LMTCL2017A Access and use information resources for clothing production operations

<b>Unit descriptor</b>	This unit covers the skills and knowledge to access and use information resources for clothing production operations.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to the identification and use of relevant industry information such as machine operating or maintenance instructions, manuals, garment specifications, OH&amp;S procedures, quality system documentation and drawings or sketches that may be used to assist in carrying out clothing production work activities.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

1 Identify and locate clothing production information resources

2 Access and interpret clothing production information

3 Use information

## PERFORMANCE CRITERIA

- 1.1 Information needs are identified and confirmed with appropriate personnel.
- 1.2 Workplace *information resources* to assist in clothing production operations are identified and *located*.
- 1.3 Direction is sought from appropriate personnel, where required, in locating and obtaining information.
- 1.4 Information resources appropriate to work requirements and/or application are checked for currency and authenticity.
- 2.1 Relevant information is located using *simple search techniques*.
- 2.2 Symbols, codes, legends, abbreviations and clothing production terminology are interpreted correctly.
- 2.3 *Working drawings* are interpreted to guide work.
- 2.4 Information is accessed and relevant application understood.
- 2.5 Information on *OH&S practices* and procedures is accessed and related to work activity.
- 2.6 Clarification or further explanation of information is obtained, where required.
- 2.7 Information is noted and summarised, if necessary, for subsequent use.
- 3.1 Information resources are used to assist in clothing production

resources	operations.
	3.2 Where applicable, work is undertaken according to acquired information.
4 Store information resources	4.1 Information resources are stored appropriately to ensure security, prevention of damage, and retrieval.
	4.2 Currency of documentation is referred to and maintained.

## RANGE STATEMENT

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

### OH&S practices

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

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

Information resources may include	<ul style="list-style-type: none"> <li>• Standard operating procedures, safety procedures, job lists, manufacturer manuals, specifications, patterns and machine settings, Australian and International Standards, quality system documentation, customer requirements, workplace procedures and manuals, industry manuals, codes of practice, awards, legislation, plans, diagrams, log books, working drawings</li> <li>• hard and soft copy</li> <li>• key personnel, supervisors, trainers, colleagues</li> </ul>
Located may include	<ul style="list-style-type: none"> <li>• reference libraries, workplace storage areas, internet, database records, site supervisor, manager or other personnel</li> </ul>
Working drawings	<ul style="list-style-type: none"> <li>• also known as trade drawings</li> <li>• accurate analytical drawings of garments that are detailed to show how the garment is constructed and finished</li> <li>• are used by designers and patternmakers to inform production – part of specification sheets</li> </ul>
Simple search techniques may include	<ul style="list-style-type: none"> <li>• using index, table of contents, numbering and classification systems, etc.</li> <li>• computer database search or look-up, questioning, cross referencing</li> <li>• basic techniques to identify relevant information including skimming and scanning, identifying key words/ideas, etc.</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>locate and access sources of information</li> <li>interpret work information</li> <li>use information resources</li> <li>apply information to own work activities</li> <li>store information</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>organising work</li> <li>completing tasks according to instructions</li> <li>working systematically with attention to detail</li> <li>identifying improvements and avoiding damage</li> <li>using workplace practices</li> <li>using OH&amp;S practices</li> <li>recording and reporting accidents and incidents</li> <li>assessing operational readiness of equipment</li> <li>recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>information resources available in the workplace</li> <li>range of formats that information can be presented</li> <li>organisation of information by classification and cataloguing systems</li> <li>own work role and activities</li> <li>operating procedures for production machines or processes</li> <li>expertise of key personnel</li> <li>location of information resources</li> <li>quality standards and practices</li> <li>OH&amp;S practices, including hazard identification and control measures</li> <li>workplace practices</li> <li>recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>ask questions</li> <li>apply information to own work</li> <li>interpret clothing production terminology, symbols and data relevant to work requirements</li> </ul>

- apply basic scanning techniques to locate required information
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

## **KEY COMPETENCIES**

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

### **Performance levels of Key Competencies**

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Questions are asked to locate and check required information.	1
Collect, analyse and organise information	Workplace information is accessed, interpreted and applied to work activity.	2
Plan and organise activities	Information needs are identified and appropriate information resources located.	2
Work with others and in teams	Information requirements of workplace are identified and maintained.	1
Use mathematical ideas and techniques	Codes, symbols and operational data are accessed and interpreted.	1
Solve problems	Problems are identified, addressed or reported.	1
Use technology	Computers or information storage systems are used effectively to access or store information.	1



# LMTCL2018A Perform basic maintenance of headwear

<b>Unit descriptor</b>	This unit covers the skills and knowledge to perform basic maintenance of headwear.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to activities associated with the restoration, maintenance and alteration of headwear, including cleaning or refinishing.</p> <p>Work may be conducted under some supervision in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Confirm maintenance requirements	1.1 Condition of headwear is assessed. 1.2 Instructions for maintenance of headwear is obtained or confirmed.
2 Perform basic maintenance of headwear	2.1 Instructions for maintenance or repair are translated into practical steps for process. 2.2 <b><i>Basic maintenance of headwear</i></b> is assessed according to specified instructions or requirements. 2.3 Headwear is cleaned or refinished for presentation. 2.4 Final check of headwear is conducted to ensure quality standards are met.
3 Maintain records	3.1 Non-conformance or faults are recorded and reported. 3.2 Maintenance records are accurately maintained.

## RANGE STATEMENT

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

Basic maintenance of headwear may include	<ul style="list-style-type: none"> <li>• basic restoration</li> <li>• basic alteration</li> <li>• standard repair processes</li> <li>• refinishing processes</li> </ul>
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- cleaning of headwear
- basic repairs

**OH&S practices**

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

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

**EVIDENCE GUIDE**

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

**Critical aspects of evidence**

Demonstrates skills and knowledge to:

- confirm specific requirements
- carry out basic maintenance or repair of headwear
- clean and refinish headwear
- operate machines and equipment, including heat and steam equipment

**Consistency in performance**

Consistently applies skills and knowledge when:

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

**Resource implications**

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

**Context for assessment**

Assessment may occur on the job or in an appropriately simulated environment.

**Interdependent assessment**

This unit may be assessed independently or in combination with other relevant units.

**Underpinning knowledge**

Demonstrates knowledge of:

- industry and product processes and equipment
- basic alteration techniques

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

**Underpinning skills****Demonstrates skills to:**

- apply a range of methods related to maintaining or repairing headwear
- translate instructions into practical steps associated with maintenance or repair
- perform basic alterations to headwear
- use and handle chemicals appropriately
- apply quality requirements for each stage of the process
- document, assess and transfer information
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

**KEY COMPETENCIES**

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

**Performance levels of Key Competencies**

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Maintenance requirements are determined from client requirements or product specifications.	1
Collect, analyse and organise information	Maintenance plans are developed and recorded.	2
Plan and organise activities	Work area is set up with correct tools, equipment and materials.	1
Work with others and in teams	Quality standards are communicated with appropriate personnel.	1
Use mathematical ideas and techniques	Maintenance output requirements are recorded.	1
Solve problems	Faults are identified, recorded and reported.	1
Use technology	Equipment is used correctly	1



# LMTCL3001A Identify fabric performance and handling requirements

<b>Unit descriptor</b>	This unit covers the skills and knowledge required to identify fabric performance and handling requirements.
<b>Prerequisites</b>	LMTCL2003A Identify fibres and fabrics
<b>Application</b>	<p>The unit applies to fabrics used to produce garments and accessories and includes skills and knowledge required to guide the use and handling of fabrics. It includes sourcing information from reference material and industry specialists as well as conducting simple tests to identify fabric types and properties. Identification methods and tests covered by this unit are those where the procedure has already been determined and the range of outcomes established.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

## PERFORMANCE CRITERIA

1 Identify fibres and fabrics	1.1 Appropriate <i>identification methods</i> are selected. 1.2 <i>Identification methods</i> are used to identify fabrics and component fibres.
2 Identify fabric performance characteristics	2.1 Key <i>performance characteristics</i> of fabrics are identified and described. 2.2 <i>Performance testing</i> of fabrics is conducted. 2.3 Common problems and faults of fabrics are identified. 2.4 Fabric quality is identified using established <i>quality indicators</i> . 2.5 Performance of fabric is tested according to <i>OH&amp;S practices</i> .
3 Identify fabric handling requirements	3.1 Performance characteristics are used to describe appropriate uses of fabrics. 3.2 Fibre and fabric <i>finishes</i> and implications for handling are identified. 3.3 Care requirements in <i>handling fabrics</i> are identified. 3.4 <i>Implications for production</i> are identified.
4 Identify cleaning and labelling requirements	4.1 <i>Care and cleaning</i> requirements of fabrics are identified. 4.2 Labelling requirements are identified according to Australian Standards.

**RANGE STATEMENT**

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

Identification methods may include	<p>Identification means identifying fabrics according to physical properties and features and other characteristics determined by clients or markets. Methods of identification include:</p> <ul style="list-style-type: none"><li>• checking of specifications and manuals</li><li>• consultation with specialists</li><li>• visual inspection</li><li>• tactile analysis</li><li>• acetone</li><li>• burn test</li></ul>
Fibres may include	<ul style="list-style-type: none"><li>• natural fibres such as cotton, wool, silk, linen</li><li>• man-made such as rayon and acetate</li><li>• synthetic such as nylon and polyester</li></ul>
Fabrics may include	<p>Fabrics include natural and synthetic single yarn fabrics and blends and can include:</p> <ul style="list-style-type: none"><li>• knitted fabrics including weft knits and warp knits</li><li>• woven fabrics including plain, twill, satin, dobby, jacquard and pile</li><li>• non-woven fabrics such as felts, nets, braids, bonded and composite</li><li>• emerging smart fabrics</li></ul>
Performance characteristics may include	<ul style="list-style-type: none"><li>• stretch</li><li>• abrasion</li><li>• wearability</li><li>• absorbency</li><li>• durability</li><li>• elasticity</li><li>• heat sensitivity</li><li>• shrink resistance</li><li>• ease of care</li><li>• drape quality</li><li>• colour fastness</li><li>• strength</li></ul>
Performance testing	<p>Performance tests for this unit are those where the test procedure has already been determined and the acceptable range of outcomes is established. Tests may include:</p> <ul style="list-style-type: none"><li>• light</li><li>• heat</li><li>• chemical reaction</li><li>• absorbency</li><li>• abrasion</li><li>• pill</li><li>• wash</li></ul>

Quality indicators include	<ul style="list-style-type: none"> <li>• fabric finish</li> <li>• straight grain</li> <li>• even or uneven weave</li> <li>• slippage</li> <li>• length of fibres</li> <li>• pilling</li> <li>• even print or dye colour</li> <li>• print alignment or sizing</li> <li>• fabric resilience</li> <li>• workability</li> <li>• wash testing</li> </ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> <li>• reporting accidents and incidents</li> <li>• environmental practices</li> </ul>
Finishes may include but are not limited to	<ul style="list-style-type: none"> <li>• crease resistance</li> <li>• fire retardency</li> <li>• waterproofing or water resistance</li> <li>• colouration for structural or applied design such as printing or dyeing</li> <li>• surface finishes for aesthetics, stability or serviceability</li> <li>• interlacing and interlooping</li> </ul>
Handling fabrics may include	<ul style="list-style-type: none"> <li>• cutting</li> <li>• dyeing</li> <li>• printing</li> <li>• pressing</li> <li>• lining</li> <li>• assembling</li> <li>• sewing</li> <li>• packaging and storage</li> </ul>
Implications for production may include	<ul style="list-style-type: none"> <li>• sewing requirements such as needle size and type, machine type, thread type</li> <li>• binding, joining, fusing requirements</li> <li>• lining, reinforcement</li> <li>• seam types</li> </ul>
Care and cleaning may include	<ul style="list-style-type: none"> <li>• dry cleaning</li> <li>• hand washing</li> </ul>

- washing
- drying
- ironing
- special requirements, e.g. hanging
- bleaching

## EVIDENCE GUIDE

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

Critical aspects of evidence	Demonstrates skills and knowledge to: <ul style="list-style-type: none"><li>• identify fibres and fabrics</li><li>• determine fabric performance</li><li>• handle fabrics</li><li>• identify care and cleaning of fabrics</li></ul>
Consistency in performance	Consistently applies skills and knowledge when: <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks according to instructions</li><li>• working systematically with attention to detail</li><li>• identifying improvements and avoiding damage</li><li>• using workplace practices</li><li>• using OH&amp;S practices</li><li>• recording and reporting accidents and incidents</li><li>• assessing operational readiness of equipment</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li></ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"><li>• uses of fabrics</li><li>• information resources on fibres and fabrics</li><li>• quality standards and practices</li><li>• OH&amp;S practices, including hazard identification and control measures</li><li>• workplace practices</li><li>• recording and reporting practices</li></ul>
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"><li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li><li>• maintain accurate records</li><li>• communicate within the workplace</li><li>• sequence operations</li><li>• meet specifications</li></ul>



- clarify and check task-related information
- carry out work according to OH&S practices

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

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



# LMTCL3002A Prepare and produce sewn garment

<b>Unit descriptor</b>	This unit covers the skills and knowledge to prepare, align and sew garments.
<b>Prerequisite</b>	<p>LMTCL2004A Sew components</p> <p>LMTCL2003A Identify fibres and fabrics</p>
<b>Application</b>	<p>The unit applies to sewing garments and may apply to sample machining involving all operations in the assembly of a garment to specification. Machines used may include plain lockstitch sewing machine, a three, four or five thread overlocker, a zigzag sewing machine, blind hemmers, buttonholers, button sewers, pocket and collaring machines, elasticators and binders.</p> <p>If cutting skills are required, then unit LMTCL3005A Lay up, mark and cut complicated fabrics and lays should be selected.</p> <p>Work may be self-directed and unsupervised.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

ELEMENTS	PERFORMANCE CRITERIA
1 Prepare for garment construction	<p>1.1 <i>Garment requirements</i> are identified from production specifications.</p> <p>1.2 Machining requirements are determined.</p> <p>1.3 Plan for <i>garment</i> construction is developed.</p>
2 Prepare work pieces	<p>2.1 Work bundle is received.</p> <p>2.2 Work pieces are checked for readiness for assembly.</p> <p>2.3 Work pieces are laid out in sequence according to construction plan.</p>
3 Prepare workstation	<p>3.1 Workbench and seating are set up according to <i>OH&amp;S practices</i>.</p> <p>3.2 Machines are cleaned and checked.</p> <p>3.3 Records are maintained.</p> <p>3.4 <i>Machines</i> are <i>set up</i> and adjusted according to specifications for work.</p> <p>3.5 Needles, attachments and parts are checked and worn needles and parts are identified and reported or replaced, according to manufacturer instructions.</p>
4 Identify poor machine	<p>4.1 Performance of machine is regularly checked for signs of faulty operation, including evidence from inspection of finished pieces and</p>

performance	required action taken
5 Sew garment	<p>5.1 Garment is sewn according to requirements for <b><i>operations</i></b>.</p> <p>5.2 Garment is sewn according to product requirements and quality standards.</p> <p>5.3 Garment is sewn according to requirements for OH&amp;S and speed of work.</p> <p>5.4 Machine speed and work handling are controlled for type of operations, fabrics and product type according to workplace practices.</p>
6 Complete work	<p>6.1 Garment is inspected and checked against quality standards, any faults are identified and appropriate action taken.</p> <p>6.2 Results of inspection of finished garment are recorded.</p> <p>6.3 Action taken to either reject or correct faulty garment is recorded.</p> <p>6.4 Preventative action taken to avoid any recurrence of defective garment is recorded.</p> <p>6.5 Production records or packing slips are completed.</p> <p>6.6 Completed work is directed to next operation or packing section.</p>

## RANGE STATEMENT

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

Garment requirements may include	<ul style="list-style-type: none"> <li>• work pieces, accessories and trims</li> <li>• pattern</li> <li>• production or delivery time requirements</li> </ul>
Garment may include	<ul style="list-style-type: none"> <li>• any item of clothing that includes multiple pieces such as sleeves, collars and trims, and which is made to production specifications (for example shirts, trousers, dresses, unstructured jackets, skirts)</li> </ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> <li>• reporting accidents and incidents</li> <li>• environmental practices</li> </ul>
Machines must include	<ul style="list-style-type: none"> <li>• a full range of machines required to complete whole garment construction, which may include a combination of the following: <ul style="list-style-type: none"> <li>• plain lockstitch sewing machine, a three, four or five thread overlocker, a zigzag sewing machine</li> <li>• blind hemmers, buttonholers, button sewers, pocket and collaring</li> </ul> </li> </ul>

	machines, elasticators and binders
Set-up may include	<ul style="list-style-type: none"> <li>• correct thread, needle size and length needle guard, tension setting and attachments</li> </ul>
Operations may include	<ul style="list-style-type: none"> <li>• sewing techniques where the positioning, feeding and handling of work pieces involves discretionary changes, contouring or critical stopping points or involving the special handling skills required to accommodate fabric variations</li> <li>• production of whole garment from specifications or patterns</li> <li>• sample machining</li> <li>• all operations required to complete whole garment construction</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• prepare for product construction</li> <li>• check work pieces against pattern or specifications</li> <li>• prepare workstation and work before commencing sewing operations</li> <li>• apply range of sewing techniques required to construct whole garment</li> <li>• operate machines required for complete operations</li> <li>• apply OH&amp;S practices in work operations</li> <li>• perform quality checks</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• characteristics of a variety of fabrics, threads and other materials used in garment assembly</li> <li>• quality standards and practices</li> <li>• sequence of operations</li> <li>• OH&amp;S practices, including hazard identification and control</li> </ul>

	measures <ul style="list-style-type: none"> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"> <li>• plan product construction</li> <li>• use and maintain a variety of production machines such as plain lockstitch sewing machine, a three, four or five thread overlocker, a zigzag sewing machine, blind hemmers, buttonholers, button sewers, pocket and collaring machines, elasticators and binders</li> <li>• handle, receive and assemble garments</li> <li>• conduct quality checks of own work</li> <li>• identify non-compliances with quality standards</li> <li>• identify hazards and control measures associated with assembly and sewing of garments</li> <li>• consistently achieve quality and production output requirements</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Production requirements are communicated with customers or appropriate personnel.	2
Collect, analyse and organise information	Production requirements are determined from client requirements or product specifications.	2
Plan and organise activities	Production plans are developed and recorded.	2
Work with others and in teams	Machine and materials supply requirements are communicated to appropriate personnel.	2
Use mathematical ideas and techniques	Production outcome quantities are determined.	2
Solve problems	Machine operation faults are identified and rectified.	2
Use technology	A range of machines are used to produce garments.	2

## LMTCL3003A Perform garment repairs and alterations

<b>Unit descriptor</b>	This unit covers the skills and knowledge to repair and alter finished garments based on client needs.
<b>Prerequisite</b>	LMTCL2003A Identify fibres and fabrics LMTCL2004A Sew components
<b>Application</b>	<p>The unit applies to repairing garments that have been damaged, either during the production process or during normal wear. It also applies to the alteration of garments following production, where they do not fit an individual or group.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Identify repair requirements	1.1 Type of <b>garment damage</b> is identified. 1.2 <b>Repair</b> requirements are determined. 1.3 Plan for <b>repair process</b> is developed.
2 Identify alteration requirements	2.1 Type of <b>alteration</b> needed is identified. 2.2 <b>Measurements</b> are taken accurately where alteration is required. 2.3 Plan for alteration process is developed.
3 Prepare work	3.1 Work is received. 3.2 Work is checked for readiness to repair or alter. 3.3 Work is laid out in sequence according to repair or alteration plan.
4 Prepare workstation	4.1 Workbench and seating are set up according to <b>OH&amp;S practices</b> . 4.2 <b>Machines</b> are cleaned and checked. 4.3 Records are maintained. 4.4 Machines are <b>set up</b> and adjusted according to specifications for work. 4.5 Needles, attachments and parts are checked and worn needles and/or parts are identified and reported or replaced, according to manufacturer instructions.
5 Identify poor machine performance	5.1 Performance of machine is regularly checked for signs of faulty operation, including evidence from inspection of finished pieces and required action taken.

- |   |   |
|---|---|
| 6 Sew minor alterations or repairs by machine or hand | 6.1 Product is repaired or altered according to requirements for <b><i>operations</i></b> .<br>6.2 Product is repaired or altered according to product requirements and quality standards.<br>6.3 Product is repaired or altered according OH&S practices and requirements for speed of work.<br>6.4 Machine speed and work handling are controlled for type of operations, fabrics and product type. |
| 7 Complete work                                       | 7.1 Product is inspected and checked against quality standards, any faults are identified and appropriate action taken.<br>7.2 Results of inspection of finished product are recorded.<br>7.3 Client records are completed.<br>7.4 Completed work is directed to finished section.  |

## RANGE STATEMENT

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

- |                                     |   |
|-------------------------------------|---|
| Types of garment damage may include | <ul style="list-style-type: none"> <li>• holes, tears or rips</li> <li>• broken zips</li> <li>• worn elastic</li> <li>• broken seams or hems</li> <li>• lost buttons, hooks and eyes</li> </ul>   |
| Repair requirements could include   | <ul style="list-style-type: none"> <li>• replacing zips, buttons, or other fasteners by hand or machine</li> <li>• reinserting or attaching elastic</li> <li>• darning holes by hand or machine</li> </ul>  |
| Repair process involves             | <ul style="list-style-type: none"> <li>• planning the deconstruction of the garment so the repair can be achieved</li> </ul>  |
| Alterations could include           | <ul style="list-style-type: none"> <li>• hems</li> <li>• letting out or taking in seams for fit</li> <li>• reshaping garment with dart and seams</li> </ul>   |
| Measurements may include            | <ul style="list-style-type: none"> <li>• depth of hem take-up or let-down</li> <li>• sleeve length</li> <li>• waist, bust or hip measurement</li> </ul>   |
| OH&S practices                      | <p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> </ul> |



	<ul style="list-style-type: none"> <li>• reporting accidents and incidents</li> <li>• environmental practices</li> </ul>
Machines	<p>Machines must include the full range of machines required to complete repairs and alterations which may include:</p> <ul style="list-style-type: none"> <li>• blind hemmers, buttonholers, button sewers, elasticators and binders</li> <li>• plain lockstitch sewing machine, three, four or five thread overlocker, zigzag sewing machine</li> </ul>
Set-up may include	<ul style="list-style-type: none"> <li>• correct thread, needle size and length needle guard, tension setting and attachments</li> </ul>
Operations may include	<ul style="list-style-type: none"> <li>• sewing techniques where the positioning, feeding and handling of work pieces involves discretionary changes, contouring or critical stopping points or involving the special handling skills required to accommodate fabric variations</li> <li>• all operations required to complete repair and alteration in construction</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• plan process for repairs or alterations to occur</li> <li>• check work pieces against specifications for repairs or alterations</li> <li>• prepare workstation and work before commencing sewing operations</li> <li>• apply range of sewing techniques required to repair or alter product</li> <li>• operate machines required for repairs and alterations</li> <li>• apply OH&amp;S practices in work operations</li> <li>• perform quality checks</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• garment assembly processes where the positioning, feeding and</li> </ul>

handling of work pieces involves discretionary changes, contouring or critical stopping points or involving the special handling skills required to accommodate fabric variations

- techniques in using and maintaining production machines
- characteristics of fabrics, threads and other materials used in garment assembly
- quality standards and practices
- sequence of operations
- OH&S practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

#### Underpinning skills

Demonstrates skills to:

- plan product repair or alteration
- use and maintain a variety of production machines such as plain lockstitch sewing machine, a three, four or five thread overlocker, a zigzag sewing machine, blind hemmers, buttonholers, button sewers, elasticators and binders
- use hand sewing techniques to repair or alter garments
- handle, receive and repair or alter garments
- conduct quality checks of own work
- identify non-compliances with quality standards
- consistently achieve quality and production output requirements
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

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

Key Competency	Example	Level
Communicate ideas and information	Repair or alteration requirements are communicated with customers.	2
Collect, analyse and organise information	Repair or alterations requirements are determined from client requirements.	3
Plan and organise activities	Repair or alteration plan is prepared and recorded.	2
Work with others and in	Machine and notions required to carry out repair or	2

teams	alterations are communicated to appropriate personnel.	
Use mathematical ideas and techniques	Measurements are taken and recorded for alterations to occur.	3
Solve problems	Process required to carry out repairs or alterations is identified.	3
Use technology	A range of machines are used to carry out repairs or alterations.	2



# LMTCL3004A Press whole garments

<b>Unit descriptor</b>	This unit covers the skills and knowledge to press whole garments.
<b>Prerequisites</b>	LMTCL2006A Press work
<b>Application</b>	<p>The unit applies to pressing of whole garments, which may include many components, complex seams and fabrics. Operator skills may contribute to the final appearance and finish of the work. Garments may include shirts, trousers, dresses, skirts, tailored jackets and evening wear. Fabrics could include wool suitings, satin, velvet, chiffon, silks, linen, and lace.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Prepare workstation	1.1 Work area is set up according to <i>OH&amp;S practices</i> . 1.2 <i>Pressing equipment</i> is cleaned and checked. 1.3 <i>Routine minor maintenance</i> is performed. 1.4 Work is laid out in correct proximity and sequence.
2 Press garment	2.1 <i>Garment</i> is received, quality checked, and any follow-up action determined. 2.2 Faults, spots and marks are identified and appropriate action taken. 2.3 Appropriate attachments are selected and used. 2.4 Pressing is sequenced. 2.5 Work is positioned on pressing equipment according to product requirements. 2.6 Heat, steam, vacuum, pressure and time are applied according to product requirements and fabric specifications. 2.7 Work is pressed according to OH&S practices. 2.8 Equipment and work handling are controlled for variations in work type and construction and pressing requirements.
3 Despatch pressed garment	3.1 Pressed garment is inspected and compared against workplace pressing standards. 3.2 Results of inspection of work are recorded. 3.3 Subsequent action to correct faulty work is <i>reported and recorded</i> . 3.4 Preventative action taken to avoid any recurrence of faulty work is recorded.

- 3.5 Pressed garment is hung or packed and directed to required despatch area, despatch storage or packing sections.

## RANGE STATEMENT

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

OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>
Pressing equipment may include	<ul style="list-style-type: none"><li>• irons</li><li>• presses</li><li>• industrial steam irons</li><li>• suction boards</li><li>• sleeve board</li><li>• sleeve roll</li><li>• tailor's ham</li><li>• tailor's mitt</li><li>• velvet pin board</li></ul>
Routine minor maintenance may include	<ul style="list-style-type: none"><li>• washing out or replacing cover and padding</li><li>• shaking out rubber mat</li><li>• brushing and air-blowing wire mesh</li><li>• applying sole-cleaning compounds to hand irons</li></ul>
Garment may include	<ul style="list-style-type: none"><li>• shirts</li><li>• trousers</li><li>• dresses</li><li>• skirts</li><li>• tailored jackets</li><li>• evening wear</li></ul>
Reported and recorded	<ul style="list-style-type: none"><li>• records may be written, or shown by the attachment of a ticket, and reports may be written or verbal</li></ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• check work against specifications and pressing instructions</li> <li>• prepare pressing equipment and work before commencing pressing operations</li> <li>• apply pressing techniques</li> <li>• apply OH&amp;S practices</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• pressing requirements and characteristics of a variety of fabrics and other materials used in garment assembly</li> <li>• sewing techniques used in complex whole garments such as tailored jackets, evening wear, shirts, dresses, trousers, skirts, and how pressing impacts on the finish</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• handle, receive and press garments</li> <li>• consistently achieve quality and production output requirements</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> </ul>

- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Faults or inconsistencies are reported.	2
Collect, analyse and organise information	Work is received and checked for compliance with ticket information.	1
Plan and organise activities	Appropriate attachments are selected.	2
Work with others and in teams	Workplace safety risks are communicated to others.	2
Use mathematical ideas and techniques	Production output requirements are calculated with view to achieving specification and quality outcomes.	2
Solve problems	Heat, steam, vacuum, pressure and time are applied according to fabric requirements.	2
Use technology	Equipment and attachments are used correctly.	2



# LMTCL3005A Lay up and cut complicated fabrics and lays

<b>Unit descriptor</b>	This unit covers the skills and knowledge to lay up and cut complicated fabrics and lays.
<b>Prerequisites</b>	LMTCL2007A Lay up, mark and cut uncomplicated fabrics and lays
<b>Application</b>	<p>The unit covers the skills and knowledge to lay up fabric and cut work as part of the garment production process in situations involving complex patterns and a variety of fabrics and lays.</p> <p>It applies to situations where multiple garments and layers of fabric are to be laid up and cut according to a marker, and may include two way markers and step layers.</p> <p>Cutting tools and equipment may include round blade cutters, straight knife cutters, drills, metal dies or computerised cutting machine. Patterns may consist of a number of pieces with a variety of shapes such as shirts/blouses, trousers, jackets, dresses, skirts, and fabrics may include directional patterns. Work involves discretion, initiative and judgement within defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

1 Prepare workstation

2 Lay up fabric

## PERFORMANCE CRITERIA

- 1.1 Cutting table and seating are set up according to *OH&S practices* and specifications for work.
- 1.2 *Equipment is set up and checked.*
- 1.3 *Routine maintenance* of cutting equipment is undertaken.
- 1.4 Cutting table is prepared to suit lay length.
- 2.1 *Lay-up instructions* are interpreted.
- 2.2 *Fabric* is collected and checked off according to OH&S practices.
- 2.3 Fabric width and quality are checked against lay-up instructions.
- 2.4 Fabric is laid up, spread and fabric tension is adjusted to suit fabric performance.
- 2.5 Fabric is checked for faults and *required action is taken.*
- 2.6 Lay height and position of fabric are checked according to cutting equipment and work specifications.
- 2.7 *Aids to assist lay-up* are used according to job card and workplace

- practices.
- 3 Cut work
- 3.1 ***Fabric*** is cut to lay, using cutting equipment according to requirements for operation.
- 3.2 Cut work is inspected, any faults identified and appropriate action taken to ensure cut pieces meet required quality standards.
- 3.3 Preventative action to avoid any recurrence of defective pieces is taken and recorded.
- 3.5 Performance of cutting equipment is regularly checked for signs of faulty operation, including evidence from inspection of cut pieces and any required action is taken.
- 3.7 OH&S practices are followed to eliminate ***risks to personal safety***.
- 4 Complete work
- 4.1 Work is ***bundled*** according to job card.
- 4.2 Cut work is directed to next operation and work area is cleaned and prepared for next job.
- 4.3 Master copy of lay marker is stored in filing drawer or computer as appropriate.

## RANGE STATEMENT

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

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

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

Equipment may include

Lay-up equipment:

- weights
- clamps
- spreading table

Cutting equipment:

- round blade cutter
- straight knife cutter
- drills
- metal die
- computerised cutting machine

Equipment set-up and check includes	<ul style="list-style-type: none"> <li>• cleaning, checking for faults and assessing servicing against manufacturer instructions</li> <li>• positioning of cutting table</li> <li>• changing cutting blades</li> </ul>
Routine maintenance includes	<ul style="list-style-type: none"> <li>• changing blades, drill bits on cutting equipment</li> </ul>
Lay-up instructions may be according to	<ul style="list-style-type: none"> <li>• job cards, cutting orders, customer order breakdown</li> <li>• marker</li> </ul>
Required action taken includes	<ul style="list-style-type: none"> <li>• splicing (overlap joining) or other appropriate techniques</li> <li>• avoiding the fault</li> </ul>
Aids to assist lay up include	<ul style="list-style-type: none"> <li>• layering with calico or paper for delicate or difficult-to-manage fabrics</li> </ul>
Fabric may include	<ul style="list-style-type: none"> <li>• wovens such as: <ul style="list-style-type: none"> <li>• denim</li> <li>• wool suitings</li> <li>• corduroy</li> <li>• satins</li> <li>• chiffon</li> <li>• rayons</li> </ul> </li> <li>• knits such as: <ul style="list-style-type: none"> <li>• polar fleece</li> <li>• double knits</li> <li>• single knits</li> <li>• tricot</li> </ul> </li> </ul>
Bundled may be	<ul style="list-style-type: none"> <li>• by fabric shade</li> <li>• whole garments</li> <li>• same pattern pieces</li> <li>• with notions (threads, etc.)</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• prepare cutting table and work before commencing operations</li> <li>• use appropriate lay-up and cutting techniques to match pattern pieces and fabric</li> <li>• use cutting equipment safely and according to manufacturer guidelines</li> <li>• check finished work against job specifications</li> <li>• apply OH&amp;S practices in all work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> </ul>

	<ul style="list-style-type: none"> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• safety and environmental aspects of lay-up and cutting processes, including safe storage and disposal of excess fabrics and rolls</li> <li>• quality standards and practices</li> <li>• lay-up techniques, including the appropriate use of fabric and paper layers</li> <li>• stretching techniques for fabrics</li> <li>• applications of cutting machinery</li> <li>• cutting machinery components requiring routine maintenance</li> <li>• characteristics of fabrics and other materials used in garment assembly</li> <li>• common fabric faults</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• recognise and address fabric faults</li> <li>• accurately cut against marker</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

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

Key Competency	Example	Level
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Communicate ideas and information	Work is bundled according to job card and workplace practices.	1
Collect, analyse and organise information	Workstation, cutting table and seating are set up according to specifications for the work.	2
Plan and organise activities	Work area is set up with required equipment.	2
Work with others and in teams	Cut work is directed to the next operation.	1
Use mathematical ideas and techniques	Equipment is checked for serviceability.	1
Solve problems	Preventative action is taken to avoid any recurrence of defective pieces.	2
Use technology	A range of types of cutting equipment is used.	2



## LMTCL3006A Assemble bra or swimwear

<b>Unit descriptor</b>	This unit covers the skills and knowledge to plan, align and assemble a bra or swimwear garment from specifications or patterns using a variety of machines and processes.
<b>Prerequisite</b>	LMTCL2003A Identify fibres and fabrics LMTCL2004A Sew components
<b>Application</b>	<p>The unit applies to assembling a bra or swimwear garment and may apply to sample machining involving all operations in the assembly of a garment to specifications. Machines used may include three step, twin needle with binding, channelling, single needle, a zigzag sewing machine, bar rack, elasticator and overlocker. It involves being able to work quickly and accurately with expensive and delicate fabrics, to tight tolerances.</p> <p>If cutting skills are required, then unit LMTCL2007A Lay up, mark and cut uncomplicated fabrics and lays should be selected.</p> <p>Work may be self-directed and unsupervised.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

### ELEMENTS

### PERFORMANCE CRITERIA

1 Prepare workstation	1.1 Workbench and seating are set up according to <i>OH&amp;S practices</i> . 1.2 <i>Machines</i> are cleaned and oil levels checked. 1.3 Records are maintained. 1.4 Machines are <i>set up</i> and adjusted according to specifications for work.
2 Prepare for assembly of bra or swimwear	2.1 Work bundle is received, checked, and any follow-up action is determined. 2.2 <i>Components</i> are laid out in sequence. 2.3 Bra or swimwear requirements are identified from specifications. 2.4 Machining requirements are determined. 2.5 Plan for bra or swimwear construction is developed.
3 Identify poor machine performance	3.1 Needles, attachments and parts are checked and worn needles and parts are identified and reported or replaced, according to manufacturer instructions. 3.2 Performance of machine is regularly checked for signs of faulty operation, including evidence from inspection of finished pieces and

- required action taken.
- |                            |  |
|----------------------------|--|
| 4 Assemble bra or swimwear | 4.1 Bra or swimwear is <b><i>assembled</i></b> according to product requirements and quality standards.<br>4.2 Bra or swimwear is assembled according to requirements for personal safety and requirements for speed of work.<br>4.3 Machine speed and work handling are controlled for type of operations, fabrics and product type.<br>4.4 All work is checked for compliance with specifications, including tolerances.<br>4.5 Remedial action is undertaken where non-compliance is detected.<br>4.6 OH&S practices are followed in operation of machines. |
| 5 Complete work            | 5.1 Finished garment is inspected and checked against quality standards, any faults are identified and appropriate action taken.<br>5.2 Results of inspection of finished garment are recorded.<br>5.3 All recording requirements are met, including action taken to either reject or correct faulty garment, preventative action taken to avoid any recurrence of defective garment, and completion of production records or packing slips.<br>5.4 Completed work is directed to next operation or packing section.   |

## RANGE STATEMENT

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

- |                      |  |
|----------------------|--|
| OH&S practices       | OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to: <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> <li>• reporting accidents and incidents</li> <li>• environmental practices</li> </ul> |
| Machines may include | <ul style="list-style-type: none"> <li>• a full range of machines required to complete garment construction, which may include a combination of the following:             <ul style="list-style-type: none"> <li>• a three-thread overlocker, a zigzag sewing machine</li> <li>• three-step, twin needle with binding, channelling, single needle, bar rack</li> <li>• fusing, moulding, gluing, ultrasonic machine</li> </ul> </li> </ul>  |
| Set-up may include   | <ul style="list-style-type: none"> <li>• correct thread, needle size and length needle guard, tension setting, attachments, correct heat and pressure, correct foot</li> </ul>   |



Components may include	<ul style="list-style-type: none"> <li>• straps</li> <li>• hooks</li> <li>• elastic</li> <li>• fasteners</li> <li>• ribbon</li> <li>• underwire</li> <li>• foam padding</li> <li>• oil-filled straps</li> <li>• rings</li> <li>• fine lace and delicate fabrics</li> </ul>
Assembled may include	<ul style="list-style-type: none"> <li>• gluing</li> <li>• fusing</li> <li>• sewing</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• plan garment assembly</li> <li>• check work pieces against pattern or specifications</li> <li>• prepare workstation and work before commencing sewing operations</li> <li>• apply range of techniques required to assemble garment</li> <li>• operate machines required for complete operations</li> <li>• apply OH&amp;S practices in work operations</li> <li>• perform quality checks</li> <li>• work quickly and accurately within defined tolerances</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• characteristics of fabrics, threads and other materials used in garment</li> </ul>

	<ul style="list-style-type: none"> <li>assembly</li> <li>quality standards and practices</li> <li>sequence of operations</li> <li>acceptable tolerances and other quality standards</li> <li>appropriate components</li> <li>performance and properties of one way and two way stretch fabrics</li> <li>OH&amp;S practices, including hazard identification and control measures</li> <li>workplace practices</li> <li>recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>plan product construction</li> <li>use and maintain production machines, including three step, twin needle with binding, channelling, single needle, zigzag sewing machine, bar rack, elasticator, overlocker and three thread</li> <li>conduct quality checks of own work, including identifying non-compliance with quality standards</li> <li>consistently achieve quality and production output requirements, including: <ul style="list-style-type: none"> <li>sewing delicate and difficult to handle fabrics, including bias-cut fabrics, within agreed tolerances</li> <li>assembling a number of pattern pieces according to instructions</li> <li>sewing curved pieces to quality standards</li> <li>sewing at high speed to very tight tolerances</li> </ul> </li> <li>read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>maintain accurate records</li> <li>communicate within the workplace</li> <li>sequence operations</li> <li>meet specifications</li> <li>clarify and check task-related information</li> <li>carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

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

Key Competency	Example	Level
Communicate ideas and information	Production requirements are communicated with customers or appropriate personnel.	2
Collect, analyse and organise information	Production requirements are determined from client requirements or product specifications.	2
Plan and organise activities	Production plans are developed and recorded.	2

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Work with others and in teams	Machine and materials supply requirements are communicated to appropriate personnel.	2
Use mathematical ideas and techniques	Production outcome quantities are determined.	2
Solve problems	Machine operation faults are identified and rectified.	2
Use technology	A range of machines are used to produce garments.	2



## LMTCL3007A Embellish garment by hand or machine

<b>Unit descriptor</b>	This unit covers the skills and knowledge to embellish a garment using hand and machine techniques.
<b>Prerequisite</b>	LMTCL2001A Use a sewing machine LMTCL2003A Identify fibres and fabrics LMTFD2005A Identify design process for fashion designs
<b>Application</b>	<p>The unit applies to selecting and applying an embellishment on garments, either at the completion of production, or during the production stage. The embellishments may be added by either hand or machine, as determined by the design brief.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

### ELEMENTS

### PERFORMANCE CRITERIA

1 Interpret design brief or specifications	1.1 Identify type of embellishment required. 1.2 Embellishment <i>specifications</i> are determined. 1.3 <i>Garment considerations</i> are identified. 1.4 Methods of embellishing by <i>hand</i> and <i>machine</i> are identified.
2 Select appropriate machine attachments	2.1 <i>Machine requirements</i> are identified. 2.2 Appropriate <i>attachments</i> are identified.
3 Select appropriate embellishment components	3.1 <i>Criteria for selection of threads</i> is identified. 3.2 Types of decorations to be attached are identified.
4 Prepare work pieces and workstation	4.1 Work pieces are laid out. 4.2 Work area is set up according to OH&S practices. 4.3 <i>Equipment and materials</i> are set up and adjusted to specifications for work. 4.4 <i>Routine minor maintenance</i> is performed according to manufacturer specifications. 4.5 Any problems are reported and recorded.
5 Embellish garment or piece	5.1 Hand and machine embellishment is completed. 5.2 <i>OH&amp;S practices</i> are followed. 5.3 Work is assessed for compliance with quality standards and production

specifications.

5.4 Machine is checked and adjusted to ensure optimum performance.

6 Despatch  
completed work

6.1 Garments or articles are checked against quality standards.

6.2 Any faults identified are reported and recorded.

6.3 Completed garments or articles are directed to next operation.

6.4 Work documentation is completed as required.

## **RANGE STATEMENT**

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

Specifications may  
include

- content
- colour
- size, including width and length
- stitch type and size

Garment  
considerations may  
include

- type of fabric
- colour of fabric
- positioning of design
- purpose of garment
- suitability of size, design, colour

Hand embellishing  
methods include

- beading
- smocking
- embroidery stitches
- fabric manipulation

Machine embellishing  
methods include

- quilting
- pintucking
- shirring
- machine embroidery
- appliqué
- lace insertion

Machine requirements  
may include

- thread type
- needle type
- stitch settings
- attachments
- stabilisers

Attachments may  
include

- any machine foot that assists with the application of the embellishment
- parts to facilitate embellishment

Criteria for selection  
of threads may  
include

- colour
- thickness
- shine
- texture
- stability
- strength

Equipment and materials may include	<ul style="list-style-type: none"> <li>• sewing machine and attachments, such as feet</li> <li>• garment</li> <li>• scissors</li> <li>• tape measures</li> <li>• hand sewing needles, such as beading and crewel</li> <li>• embroidery hoop</li> </ul>
Routine minor maintenance may include	<ul style="list-style-type: none"> <li>• checking and replacement of needles, attachments or parts</li> <li>• oiling of machine parts</li> </ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> <li>• reporting accidents and incidents</li> <li>• environmental practices</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• plan work tasks to achieve specifications</li> <li>• prepare workstation and work before commencing operations</li> <li>• perform hand embellishment using at least three methods</li> <li>• perform machine embellishment using at least three methods</li> <li>• carry out minor machine maintenance according to workplace practices</li> <li>• apply OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>

Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> <li>• principles of design</li> <li>• characteristics of fabrics, threads and other materials</li> <li>• quality standards and practices</li> <li>• sequence of operations</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"> <li>• handle, receive and perform production tasks</li> <li>• carry out machining tasks</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Garment embellishment is discussed with appropriate personnel.	2
Collect, analyse and organise information	Design specifications and production requirements are analysed.	1
Plan and organise activities	Machines, equipment and materials are set up for garment embellishment.	2
Work with others and in teams	Machine and materials supply requirements are communicated to appropriate personnel.	2
Use mathematical ideas and	Thread requirements are determined.	2



## techniques

Solve problems	Faults in embellishment are identified and rectified.	2
Use technology	Machines and equipment are used correctly to produce garment embellishment.	2



# MTCL3008A Set and produce digital embroidery

<b>Unit descriptor</b>	This unit covers the skills and knowledge to set and produce digital embroidery.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit covers the skills and knowledge to set and use digital embroidery programs and machines to produce embroidered lettering, monograms and motifs. It applies to selecting and editing stock lettering and motif designs and monograms for production of digitised embroidery effects on garments such as hats, T-shirts and other simple garments.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

ELEMENTS	PERFORMANCE CRITERIA
1 Determine work requirements	<p>1.1 <i>Specifications</i> for embroidery are determined.</p> <p>1.2 Required <i>program features</i> are identified.</p> <p>1.3 <i>Garment considerations</i> are identified.</p> <p>1.4 <i>Machine requirements</i> are identified.</p>
2 Select and use program features	<p>2.1 Motif or lettering is selected from stock designs.</p> <p>2.2 Designs are <i>edited</i> to achieve specifications.</p> <p>2.3 Program is set for operation.</p>
3 Prepare work pieces and workstation	<p>3.1 Work pieces are laid out.</p> <p>3.2 Backing pieces are selected to suit fabric.</p> <p>3.3 Workbench and seating are set up according to <i>OH&amp;S practices</i>.</p> <p>3.4 <i>Equipment and materials</i> are set up and adjusted to specifications for work.</p> <p>3.5 <i>Routine minor maintenance</i> is performed according to manufacturer specifications.</p> <p>3.6 Any problems are reported and recorded.</p>
4 Produce digital embroidery	<p>4.1 Embroidery is produced.</p> <p>4.2 OH&amp;S practices are followed.</p> <p>4.3 Work is assessed for compliance with quality standards and production specifications.</p> <p>4.4 Machine is checked and adjusted to ensure optimum performance.</p>

- 4.5 Production problems such as thread breaks are managed.
- 5 Despatch  
completed work
- 5.1 Completed work is checked against quality standards.
- 5.2 Any faults identified are reported and recorded.
- 5.3 Completed work is directed to next operation.
- 5.4 Work documentation is completed as required.

## RANGE STATEMENT

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

- |                                    |   |
|------------------------------------|---|
| Specifications may include         | <ul style="list-style-type: none"> <li>• content</li> <li>• colour</li> <li>• size, including width and length</li> <li>• stitch type and size</li> <li>• font</li> <li>• fill</li> </ul>   |
| Program features may include       | <ul style="list-style-type: none"> <li>• file formats</li> <li>• image catalogues</li> <li>• program tools</li> </ul>   |
| Garment considerations may include | <ul style="list-style-type: none"> <li>• type of fabric</li> <li>• colour of fabric</li> <li>• positioning of design</li> <li>• suitability of size, design, colour</li> </ul>  |
| Machine requirements may include   | <ul style="list-style-type: none"> <li>• thread type</li> <li>• needle type</li> <li>• stitch settings</li> <li>• spool requirements</li> </ul>   |
| Edited may include                 | <ul style="list-style-type: none"> <li>• manipulation of height, scale, skew, rotation, width, length, fonts, fill, baseline, envelopes, borders, spacing, needle penetration, stitch size and type, colour</li> </ul>  |
| OH&S practices                     | <p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> <li>• reporting accidents and incidents</li> <li>• environmental practices</li> </ul> |
| Equipment and                      | <ul style="list-style-type: none"> <li>• digital embroidery machine</li> </ul>  |

materials may include	<ul style="list-style-type: none"> <li>• computer</li> <li>• garment</li> <li>• threads</li> <li>• scissors</li> <li>• tape measures</li> </ul>
Minor routine maintenance may include	<ul style="list-style-type: none"> <li>• checking and replacement of needles, attachments and/or parts</li> <li>• oiling of machine parts</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• plan work tasks to achieve specifications</li> <li>• prepare workstation and work before commencing operations</li> <li>• use digital embroidery programs and machine</li> <li>• carry out minor machine maintenance according to workplace practices</li> <li>• apply OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• digital embroidery program features</li> <li>• editing tools and procedures</li> <li>• operating procedures for digitising machines</li> <li>• characteristics of typical fabrics, threads and other materials</li> <li>• backing requirements for a range of fabrics</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> </ul>

Underpinning skills	<ul style="list-style-type: none"> <li>• recording and reporting practices</li> </ul>
	Demonstrates skills to: <ul style="list-style-type: none"> <li>• handle, receive and perform production tasks</li> <li>• carry out machining tasks</li> <li>• use required computer and program functions</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Embroidery requirements are communicated with customers or appropriate personnel.	2
Collect, analyse and organise information	Embroidery requirements are determined from client requirements or product specifications.	2
Plan and organise activities	Digital embroidery production requirements are determined.	2
Work with others and in teams	Machine and materials supply requirements are communicated to appropriate personnel.	2
Use mathematical ideas and techniques	Materials quantities are determined.	1
Solve problems	Embroidery faults are identified and rectified.	2
Use technology	Machines are used to produce digital embroidery.	2

# LMTCL3009A Develop patterns from a block using basic patternmaking principles

<b>Unit descriptor</b>	This unit covers the skills and knowledge to develop patterns from a block using basic patternmaking principles.
<b>Prerequisite</b>	
<b>Application</b>	<p>The unit applies to the development of a variety of pattern styles utilising the basic principles of patternmaking, including dart manipulation and square blocking.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>Work is conducted according to defined procedures.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1 Prepare workstation	<p>1.1 Workstation and seating are set up according to <i>OH&amp;S practices</i> and specifications for work.</p> <p>1.2 <i>Patternmaking tools and equipment</i> are set up ready for use.</p>
2 Select blocks to be used	<p>2.1 Design is analysed to identify appropriate modifications.</p> <p>2.2 Fabric performance characteristics that may affect garment pattern are identified.</p> <p>2.3 Pattern development is planned according to quality standards and workplace practices.</p> <p>2.4 Ease allowances are determined.</p> <p>2.5 Appropriate block is selected.</p>
3 Apply basic patternmaking principles to develop patterns	<p>3.1 Patternmaking principles are applied in developing patterns according to specifications.</p> <p>3.2 <i>Methods and formulas</i> used are documented.</p> <p>3.3 Pattern pieces are checked for accuracy, including seam allowances, ease allowances, seam match, hems and functional openings.</p> <p>3.4 All pattern pieces are labelled, including grain lines, notches, pattern information and cutting instructions.</p>
4 Test patterns	<p>4.1 A toile is made to test fit and accuracy of pattern.</p> <p>4.2 Pattern is altered to reflect test fitting outcomes, quality standards and workplace practices.</p>

#### 4.3 Alterations to patterns are documented.

- 5 Complete work
- 5.1 Pattern specification sheets are completed and attached to patterns for storage.
  - 5.2 Finished patterns are filed in storage system.

### RANGE STATEMENT

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

OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>
Patternmaking tools and equipment may include	<ul style="list-style-type: none"><li>• pattern blocks, scissors, ruler, square rule, marker pens, hole punch, pins, fashion triangle, French curve, pattern notcher, weights, tape measure</li></ul>
Methods and formulas may include	<ul style="list-style-type: none"><li>• deviations from standard patterns</li><li>• sources of pattern components</li><li>• pattern derivation methods and formulas</li><li>• block construction methods and formulas</li></ul>

### EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"><li>• understand and apply correct pattern and garment terminology</li><li>• identify, select and use the appropriate tools and equipment for patternmaking</li><li>• select the appropriate block and develop a pattern</li><li>• apply the patternmaking principles of square block and dart manipulation in developing patterns according to the specifications and workplace quality standards</li></ul>
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	<ul style="list-style-type: none"> <li>• cut out and label pattern pieces accurately</li> <li>• apply OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• patternmaking principles and design terminology</li> <li>• pattern markings</li> <li>• style features</li> <li>• fabric performance characteristics</li> <li>• quality standards and practices</li> <li>• sequence of operations</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• handle, receive and assemble garments</li> <li>• draw a basic sketch</li> <li>• take measurements</li> <li>• use patternmaking tools</li> <li>• consistently achieve quality and production output requirements</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

**KEY COMPETENCIES**

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

**Performance levels of Key Competencies**

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Specifications are completed according to workplace procedures.	2
Collect, analyse and organise information	Blocks and patterns are collected from storage and checked for compliance with specifications.	2
Plan and organise activities	Toile is made to test pattern fit.	2
Work with others and in teams	Assists patternmaker in the development of patterns.	2
Use mathematical ideas and techniques	Seam allowances are measured and added accurately.	1
Solve problems	Patterns are checked for fit and adjusted if wrong.	2
Use technology	Machines are used to produce toiles.	2

# LMTCL3010A Sew woven and stretch knit garments

<b>Unit descriptor</b>	This unit covers the skills and knowledge to sew woven and stretch knit garments.
<b>Prerequisite</b>	LMTCL2003A Identify fibres and fabrics LMTCL2004A Sew components
<b>Application</b>	<p>The unit applies to sewing complete stretch and woven fabric garments or products and may apply to sample machining involving all operations in the assembly of a garment to specification. It covers the skills and knowledge to plan, align and sew complete stretch and woven fabric garments from specifications or patterns using a variety of machines and processes.</p> <p>Machines used may include plain lockstitch sewing machine, a three, four or five thread overlocker, a zigzag sewing machine, blind hemmers, buttonholers, button sewers, pocket and collaring machines, elasticators and binders.</p> <p>.</p> <p>Work may be self-directed and unsupervised.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

- 1 Plan garment construction
- 2 Prepare work pieces
- 3 Prepare workstation

## PERFORMANCE CRITERIA

- 1.1 **Garment requirements** are identified from production specifications.
- 1.2 Machining requirements are determined.
- 1.3 Plan for **garment** construction is developed.
- 2.1 Work bundle is received.
- 2.2 Work pieces are checked for readiness for assembly.
- 2.3 Work pieces are laid out in sequence according to construction plan.
- 3.1 Workbench and seating are set up according to **OH&S practices**.
- 3.2 **Machines** are cleaned and checked.
- 3.3 Records are maintained.
- 3.4 Machines are **set up** and adjusted according to specifications for work.
- 3.5 Needles, attachments and parts are checked and worn needles and parts are identified and reported or replaced, according to manufacturer instructions.

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|-------------------------------------|--|
| 4 Identify poor machine performance | 4.1 Performance of machine is regularly checked for signs of faulty operation, including evidence from inspection of finished pieces and required action taken.  |
| 5 Sew garment                       | <p>5.1 Garment is sewn according to requirements for <b><i>operations</i></b>.</p> <p>5.2 Garment is sewn according to requirements for sewing woven and stretch knit fabrics and quality standards.</p> <p>5.3 Garment is sewn according to requirements for speed of work.</p> <p>5.4 Machine speed and work handling are controlled for type of operations, fabrics and product type.</p> <p>5.5 OH&amp;S practices are followed in operation of machines.</p> <p>5.6 Action is taken according to OH&amp;S practices to prevent accidents and to eliminate risks to personal safety.</p> |
| 6 Complete work                     | <p>6.1 Garment is inspected and checked against quality standards, any faults are identified and appropriate action taken.</p> <p>6.2 Results of inspection of finished garment are recorded.</p> <p>6.3 Action taken to either reject or correct faulty garment is recorded.</p> <p>6.4 Preventative action taken to avoid any recurrence of defective garment is recorded.</p> <p>6.5 Production records and packing slips are completed.</p> <p>6.6 Completed work is directed to next operation or packing section.</p>  |

## RANGE STATEMENT

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

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|----------------------------------|---|
| Garment requirements may include | <ul style="list-style-type: none"><li>• work pieces, accessories and trims</li><li>• pattern</li><li>• production or delivery time requirements</li><li>• stitch finishes</li></ul>   |
| Garment may include              | <ul style="list-style-type: none"><li>• any item of clothing which includes multiple pieces such as sleeves, collars and trims, and which is made to production specifications for example shirts, trousers, dresses, unstructured jackets, skirts, lingerie, briefs</li></ul>  |
| OH&S practices                   | <p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li></ul> |

Machines must include	<ul style="list-style-type: none"> <li>• environmental practices</li> <li>• a full range of machines required to complete whole garment construction in stretch and woven fabrics which may include a combination of the following: <ul style="list-style-type: none"> <li>• plain lockstitch sewing machine, a three, four or five thread overlocker, a zigzag sewing machine</li> <li>• blind hemmers, buttonholers, button sewers, pocket and collaring machines, elasticators and binders</li> </ul> </li> </ul>
Set-up may include	<ul style="list-style-type: none"> <li>• correct thread, needle size and length needle guard, tension setting and attachments</li> <li>• setting machine tension specific to woven and stretch knit fabrics</li> </ul>
Operations may include	<ul style="list-style-type: none"> <li>• sewing techniques specific to stretch and woven fabrics, where the positioning, feeding and handling of work pieces involves discretionary changes, contouring or critical stopping points or involving the special handling skills required to accommodate fabric variations</li> <li>• production of whole garment from specifications or patterns</li> <li>• sample machining</li> <li>• processes required to complete whole garment construction</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• plan product construction</li> <li>• check work pieces against pattern or specifications</li> <li>• prepare workstation and work before commencing sewing operations</li> <li>• apply appropriate sewing techniques required to construct whole garment form stretch or woven fabric</li> <li>• consistently achieve quality and production output requirements</li> <li>• operate machines required for complete operations</li> <li>• apply OH&amp;S practices in work operations</li> <li>• perform quality checks</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for	<p>Assessment may occur on the job or in an appropriately simulated</p>

assessment	environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units. If lay-up and cutting skills are required, then can be assessed with LMTCL3005A Lay up and cut complicated fabrics and lays.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"><li>• characteristics of a stretch and woven fabrics</li><li>• threads and other materials used in garment assembly</li><li>• quality standards and practices</li><li>• impact of incorrect sewing techniques on stretch and woven fabrics garment construction</li><li>• sequence of operations</li><li>• OH&amp;S practices, including hazard identification and control measures</li><li>• workplace practices</li><li>• recording and reporting practices</li></ul>
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"><li>• plan product construction</li><li>• apply sewing techniques appropriate to stretch and woven fabrics</li><li>• sew garments accurately according to tolerances and work requirements</li><li>• use and maintain production machines, including plain lockstitch sewing machine; three, four or five thread overlocker; zigzag sewing machine; blind hemmers; buttonholers; button sewers; pocket and collaring machines; elasticators; binders</li><li>• handle receive and assemble garments</li><li>• conduct quality checks of own work to identify non-compliances with quality standards</li><li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li><li>• maintain accurate records</li><li>• communicate within the workplace</li><li>• sequence operations</li><li>• meet specifications</li><li>• clarify and check task-related information</li><li>• carry out work according to OH&amp;S practices</li></ul>

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

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

Key Competency	Example	Level
Communicate ideas and	Production requirements are communicated with customers	2

information	or appropriate personnel.	
Collect, analyse and organise information	Production requirements are determined from client requirements or product specifications.	2
Plan and organise activities	Production plans are developed and recorded.	2
Work with others and in teams	Machine and materials supply requirements are communicated to appropriate personnel.	2
Use mathematical ideas and techniques	Production outcome quantities are determined.	2
Solve problems	Machine operation faults are identified and rectified.	2
Use technology	A range of machines are used to produce garments.	2





# LMTCL3011A Contribute to garment production process improvements

<b>Unit descriptor</b>	This unit covers the skills and knowledge to review production processes used in garment production and contribute to identifying and implementing improvements.
<b>Prerequisite</b>	LMTGN2002A Apply quality standards
<b>Application</b>	<p>The unit applies to providing input to improvement of processes in the range of clothing production environments, including volume and custom production.</p> <p>The unit applies across the range of garment production processes. Skills and knowledge in garment production processes, tools, materials and equipment is essential.</p> <p>Improvement contributions may be made to any part of the production process, including production practices, documentation, supply, despatch, operator practices, safety, quality, housekeeping.</p> <p>Work may be self-directed and unsupervised.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

1 Identify key elements of production requirements

2 Review production processes

## PERFORMANCE CRITERIA

- 1.1 Key customers and their needs and expectations are identified.
- 1.2 **Garment production processes** are described in terms of how they contribute to the **value chain**.
- 1.3 Key **suppliers** are identified and their role in the value chain described.
- 1.4 Enterprise quality standards for critical points of production process are identified.
- 1.5 Enterprise **production requirements** are identified.
- 2.1 Housekeeping practices are identified and reviewed against enterprise standards to assess conformity.
- 2.2 **OH&S practices** are identified and reviewed against enterprise standards to assess conformity.
- 2.3 **Production waste** is identified.
- 2.4 Methods of monitoring **production outcomes** are identified.
- 2.5 Garment production outcomes are assessed against production goals.

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|--------------------------------------|--|
| 3 Identify improvement opportunities | 3.1 Opportunities for improvement are identified.<br>3.2 Suggestions for improvement are made.<br>3.3 Improvement is <b><i>tested</i></b> with <b><i>appropriate personnel</i></b> .<br>3.4 Reports, records and recommendations for improvement are provided.   |
| 4 Implement improvement              | 4.1 Implications of improvement are identified.<br>4.2 Desired result of improvement is identified and method of measuring outcome established.<br>4.3 Methods of addressing any possible negative implications are identified and implemented.<br>4.4 Consultation with relevant personnel is conducted to communicate improvement.<br>4.5 Improvement is implemented.<br>4.6 Improvement is monitored to ensure correct implementation and review effectiveness in achieving desired result.<br>4.7 Adjustments to improvement are made as required. |

### RANGE STATEMENT

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

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|--|--|
| Garment production processes may include | <ul style="list-style-type: none"> <li>• receiving and processing of fibres or fabric</li> <li>• identification of fibre and fabric quality</li> <li>• lay-up and cutting of fabric</li> <li>• making marker</li> <li>• pressing</li> <li>• specialist machine use such as binding, moulding, embroidery, etc.</li> <li>• pattern design, modification and development</li> <li>• sewing, machine processes</li> <li>• repairs and alterations</li> <li>• blocking and shaping</li> <li>• trimming, finishing</li> <li>• testing, inspecting</li> <li>• despatch, storage, packing</li> <li>• finishing processes</li> </ul> |
| Value chain includes                     | <ul style="list-style-type: none"> <li>• the entire chain of production from raw materials to distribution of final product</li> </ul>   |
| Suppliers may include                    | <ul style="list-style-type: none"> <li>• suppliers of fibres, fabrics, trims, buttons, zips, thread and components used in garment production</li> <li>• personnel, specialist support, contractors</li> <li>• despatch, warehousing, transport operators</li> <li>• publicity and promotional suppliers</li> <li>• machinery and equipment suppliers and repair contractors</li> </ul>  |
| Production requirements                  | <ul style="list-style-type: none"> <li>• timing requirements</li> <li>• quantity</li> <li>• quality</li> <li>• specific order requirements</li> </ul>  |

	<ul style="list-style-type: none"> <li>• procedural requirements</li> <li>• OH&amp;S practices</li> <li>• personnel</li> <li>• resource use</li> </ul>
Production waste may include	<ul style="list-style-type: none"> <li>• unusable materials, off-cuts</li> <li>• delays</li> <li>• movement and transport</li> <li>• poor process design</li> <li>• inventory</li> <li>• inefficient performance of a process</li> <li>• making defective items</li> </ul>
Production outcomes includes	<ul style="list-style-type: none"> <li>• outcomes achieved at various stages of the production process</li> </ul>
Tested may include	<ul style="list-style-type: none"> <li>• trialled</li> <li>• verified</li> <li>• piloted</li> <li>• measured against research</li> </ul>
Appropriate personnel may include	<ul style="list-style-type: none"> <li>• managers</li> <li>• supervisors</li> <li>• colleagues</li> <li>• specialist staff</li> </ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> <li>• reporting accidents and incidents</li> <li>• environmental practices</li> </ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• review garment production processes</li> <li>• identify and assess improvement opportunities</li> <li>• evaluate implications of improvement</li> <li>• identify and interpret workplace standards</li> <li>• communicate process improvement options</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p>

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

Resource implications

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

Context for assessment

Assessment may occur on the job or in an appropriately simulated environment.

Interdependent assessment

This unit may be assessed independently or in combination with other relevant units.

Underpinning knowledge

Demonstrates knowledge of:

- quality standards applying to garment handling procedures, construction processes and finished product
- impact of incorrect production techniques on garment construction
- workplace communication procedures
- sequence of operations in the production process
- production suppliers and value chain concepts
- quality standards and practices
- OH&S practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Underpinning skills

Demonstrates skills to:

- plan product construction
- analyse and evaluate
- communicate with management
- conduct quality checks to identify non-compliances with quality standards
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

## KEY COMPETENCIES

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

### Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Team members are communicated with to identify opportunities to improve quality.	3
Collect, analyse and organise information	Production requirements are determined from client or product specifications.	3
Plan and organise activities	Team meetings are organised to consider process improvements.	3
Work with others and in teams	Work allocations that produce the best results within specified timeframes are determined.	3
Use mathematical ideas and techniques	Production outcome quantities and timeframes are identified.	3
Solve problems	Opportunities to improve quality are identified.	3
Use technology	Machine processes are identified and monitored for efficiency.	3



# LMTCL3012A Make marker for complicated fabrics and lays

<b>Unit descriptor</b>	This unit covers the skills and knowledge to make markers for complicated fabrics and lays.
<b>Prerequisites</b>	LMTCL2007A Lay up, mark and cut uncomplicated fabrics and lays
<b>Application</b>	<p>The unit applies to marker-making for multiple garments and layers of fabric before lay-up and cutting. It may include two-way markers.</p> <p>This unit covers the skills and knowledge to make markers as part of the garment production process, in situations involving complex patterns and a variety of fabrics and lays using computer-aided or manual processes.</p> <p>The marker may be developed directly on the fabric lay or planned separately and applied. It may include directional fabrics and a number of pattern pieces with a variety of shapes such as shirts, blouses, trousers, jackets, dresses, skirts.</p> <p>Work involves discretion, initiative and judgement within defined procedures.</p> <p>Manual or computer aided techniques may be used.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

- 1 Prepare workstation
- 2 Draft lay marker
- 3 Copy marker
- 4 Position marker

## PERFORMANCE CRITERIA

- 1.1 **Work area** is set up according to *OH&S practices*.
- 1.2 **Equipment** is set up and prepared for use.
- 2.1 **Marker requirements** are identified.
- 2.2 Required pattern pieces are collected and checked manually or by computer.
- 2.3 Pattern pieces are **manipulated and positioned** for most efficient use of *fabrics*.
- 2.4 Pattern 'grain' indication is checked against grain of material.
- 2.5 Lay marker is drawn up according to pattern requirements.
- 2.6 Laying-up instructions are prepared according to requirements.
- 3.1 Marker is checked against order requirements.
- 3.2 Marker is copied either manually or by computer.
- 4.1 Marker is placed on lay.

- 4.2 Marker and lay alignment are checked and appropriate action taken according to job specifications.
- 4.3 OH&S practices are followed.
- 4.4 Action is taken according to OH&S practices to prevent accidents and to eliminate risks to personal safety.

## **RANGE STATEMENT**

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

Work area may include	<ul style="list-style-type: none"><li>• computer workstation</li><li>• air flow and flotation tables</li><li>• cutting table</li><li>• seating</li></ul>
OH&S practices	<p>OH&amp;S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• environmental practices</li></ul>
Equipment may include	<ul style="list-style-type: none"><li>• computers and required software</li><li>• patterns</li><li>• marker card or paper</li></ul>
Marker requirements include	<ul style="list-style-type: none"><li>• fabric type</li><li>• fabric width</li><li>• product quantity</li><li>• garment sizes</li><li>• wastage allowances</li></ul>
Manipulated and positioned may include	<ul style="list-style-type: none"><li>• manually onto paper or directly onto the fabric</li><li>• using appropriate computer software</li></ul>
Fabric may include	<ul style="list-style-type: none"><li>• wovens such as:<ul style="list-style-type: none"><li>• denim</li><li>• wool suitings</li><li>• corduroy</li><li>• satins</li></ul></li></ul>



- chiffon
- rayons
- knits such as:
  - polar fleece
  - double knits
  - single knits
  - tricot
- directional and checked patterned fabrics

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• interpret work or job specifications and cutting order as it applies to marker-making</li> <li>• set up manual or computer drafting equipment before commencement of marker-making operations</li> <li>• manipulate pattern pieces using manual or computer techniques to make markers that make most efficient use of fabric involving complex patterns, a variety fabrics and lays,</li> <li>• apply OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• marker-making techniques</li> <li>• garment components</li> <li>• pattern features</li> <li>• characteristics of fabrics and other materials used in garment assembly such as woven fabrics (denim, wool suitings, corduroy, satins, chiffon, rayons) and knits (polar fleece, double knits, single knits, tricot)</li> <li>• impact on marker of directional fabrics</li> </ul>

- computer operations for marker-making, copying and storage
- quality standards and practices
- OH&S practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

**Underpinning skills****Demonstrates skills to:**

- use manual and computer techniques to draw markers
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

**KEY COMPETENCIES**

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

**Performance levels of Key Competencies**

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Marker is made to guide cutting.	2
Collect, analyse and organise information	Patterns are collected and organised for making marker.	2
Plan and organise activities	Work area is set up with required equipment.	2
Work with others and in teams	Work is conducted in cooperation with others.	1
Use mathematical ideas and techniques	Patterns are laid out to minimise waste.	2
Solve problems	Marker is checked and appropriate action taken.	2
Use technology	Computer is used to make markers.	2

# LMTCL3013A Interpret patterns and apply pattern information

<b>Unit descriptor</b>	This unit covers the skills and knowledge to interpret patterns and apply pattern information.
<b>Prerequisite</b>	Nil
<b>Application</b>	<p>The unit applies to interpreting a variety of pattern styles, utilising patternmaking terminology and the basic principles of patternmaking. It also includes applying pattern information and specifications to the relevant processes of garment construction.</p> <p>If cutting skills are required refer to LMTCL3005A Lay up, mark and cut complicated fabrics and lays.</p> <p>If sewing skills are required refer to LMTCL3002A Prepare and produce sewn garment.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

## PERFORMANCE CRITERIA

1 Analyse patternmaking process	<p>1.1 Patternmaking terminology is analysed.</p> <p>1.2 <b><i>Principles of patternmaking</i></b> are identified.</p> <p>1.3 Block construction is identified as required.</p> <p>1.4 Patternmaking and pattern modification processes are identified and analysed.</p> <p>1.5 Impact of patternmaking on production is analysed.</p>
2 Interpret patterns	<p>2.1 Pattern pieces are identified and checked against <b><i>pattern chart</i></b>.</p> <p>2.2 <b><i>Pattern markings</i></b> are identified and interpreted.</p> <p>2.3 <b><i>Garment style features</i></b> are identified.</p> <p>2.4 Garment requirements are interpreted and clarified where necessary.</p> <p>2.5 Pattern information and specifications are interpreted.</p>
3 Apply pattern information and specifications	<p>3.1 Pattern information and specifications are applied to garment production.</p> <p>3.2 Pattern pieces, information and specifications are checked for accuracy throughout garment production process.</p> <p>3.3 Garment production faults relating to pattern or pattern information and specifications are identified and reported.</p>

- 3.4 OH&S practices are followed.
- 3.5 Action is taken according to OH&S practices to prevent accidents and to eliminate risks to personal safety.
- 3.6 Production documentation is completed as required.

## RANGE STATEMENT

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

Patternmaking principles includes	<ul style="list-style-type: none"><li>• dart manipulation</li><li>• adding fullness</li><li>• contouring</li></ul>
Pattern chart may include	<ul style="list-style-type: none"><li>• details of pattern pieces</li><li>• style details</li><li>• fabric swatches</li><li>• trade drawing</li><li>• special pattern information</li></ul>
Pattern markings may include	<ul style="list-style-type: none"><li>• notches</li><li>• grain line</li><li>• seam lines</li><li>• drill holes</li><li>• darts</li><li>• cutting instructions</li><li>• style number</li><li>• size</li><li>• seam allowance</li><li>• cutting line</li><li>• stitching line</li></ul>
Garment style features may include	<ul style="list-style-type: none"><li>• garment type</li><li>• collar</li><li>• sleeves</li><li>• yoke</li><li>• sides</li><li>• openings</li><li>• neckline</li><li>• buttons</li><li>• seams</li><li>• zips</li><li>• gathers</li><li>• pleats</li><li>• panels</li><li>• tucks</li></ul>
OH&S practices	OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the

tasks described by this unit, and may relate to:

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

## EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• understand and apply pattern and garment terminology</li> <li>• analyse patternmaking principles in constructing patterns according to specifications and workplace quality standards</li> <li>• interpret patterns and pattern information</li> <li>• apply pattern information and specifications to garment construction process</li> <li>• apply OH&amp;S practices in work operations</li> <li>• maintain accurate records</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• patternmaking and design terminology</li> <li>• pattern markings</li> <li>• style features</li> </ul>

- fabric performance characteristics
- quality standards and practices
- sequence of operations
- OH&S practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

**Underpinning skills**

Demonstrates skills to:

- handle, receive and assemble garments
- consistently achieve quality and production output requirements
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

**KEY COMPETENCIES**

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

**Performance levels of Key Competencies**

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Specifications are completed according to workplace procedures.	2
Collect, analyse and organise information	Patterns are checked for compliance with instructions and specifications.	2
Plan and organise activities	Garment construction process identified.	2
Work with others and in teams	Assists patternmaker in the development of patterns.	2
Use mathematical ideas and techniques	Calculations are made to assist pattern interpretation.	1
Solve problems	Garment construction faults relating to the pattern are identified and reported.	2
Use technology	Machines are used as required.	2

# LMTCL3014A Interact and communicate with garment production personnel

<b>Unit descriptor</b>	This unit covers the skills and knowledge to interact and communicate with others in the garment production process to ensure production outcomes are achieved.
<b>Prerequisites</b>	Nil
<b>Application</b>	<p>The unit applies to implementing techniques to interact and communicate effectively with others involved in the garment production process including applying knowledge of the information requirements of other production personnel.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&amp;S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> <li>• requirements prescribed by legislation, awards, agreements and conditions of employment</li> <li>• standard operating procedures</li> <li>• work instructions</li> <li>• oral, written and visual communication</li> <li>• quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output</li> <li>• housekeeping</li> <li>• tasks related to environmental protection, waste disposal, pollution control, and recycling</li> </ul>
<b>Sector</b>	Clothing Production

## ELEMENTS

## PERFORMANCE CRITERIA

1 Describe workplace communication practices	<p>1.1 Roles of different <i>production personnel</i> are described.</p> <p>1.2 Routine workplace <i>communication channels and tools</i> and their appropriate uses are described.</p> <p>1.3 Communication <i>protocols</i> of different garment production personnel are identified.</p> <p>1.4 Workplace interaction and communication practices and <i>quality standards</i> are identified.</p>
2 Communicate production-related information	<p>2.1 <i>Objectives</i> of communicating production-related information are identified.</p> <p>2.2 Appropriate communication tools are used.</p> <p>2.3 Language and terminology that is appropriate to production process is used routinely when <i>interacting and communicating</i> to ensure required meaning is accurately conveyed.</p> <p>2.4 Feedback is sought on effectiveness of communication in relaying production concepts and requirements.</p> <p>2.5 Where difficulties arise in communication, assistance is sought from <i>appropriate personnel</i>.</p> <p>2.6 Outcomes of communication and information received are documented as required and records are maintained.</p>

## RANGE STATEMENT

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

Production personnel may include	<ul style="list-style-type: none"><li>• patternmakers</li><li>• designers</li><li>• cutters</li><li>• pressers</li><li>• despatch personnel</li><li>• machinists</li><li>• supervisors</li></ul>
Communication channels and tools may include	<ul style="list-style-type: none"><li>• sketches, drawings, illustrations, photographs</li><li>• samples of fabrics and garments</li><li>• written descriptions and instructions</li><li>• specification sheets</li><li>• storyboards</li><li>• meetings</li><li>• electronic communication tools</li></ul>
Protocols may include	<ul style="list-style-type: none"><li>• specific formats, timing and content of communication required by others performing related garment production processes</li></ul>
Quality standards may include	<ul style="list-style-type: none"><li>• accepted formats for presenting ideas and concepts</li><li>• standards of presentation for drafts and final versions</li><li>• layout and content</li></ul>
Objectives may include	<ul style="list-style-type: none"><li>• clarify production processes</li><li>• suggest improvements to processes, patterns or designs</li><li>• convey information about production</li><li>• report difficulties or problems</li><li>• hand over production to next process</li></ul>
Interacting and communicating may include	<ul style="list-style-type: none"><li>• face to face</li><li>• by telephone</li><li>• writing</li></ul>
Appropriate personnel may include	<ul style="list-style-type: none"><li>• supervisor</li><li>• work colleagues</li><li>• colleagues with specific and relevant expertise</li></ul>

## EVIDENCE GUIDE

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

Critical aspects of evidence	Demonstrates skills and knowledge to: <ul style="list-style-type: none"><li>• interact with production personnel to achieve agreed outcomes</li><li>• apply an understanding of the roles and information needs of different production personnel</li></ul>
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	<ul style="list-style-type: none"> <li>• use different communication tools</li> <li>• seek appropriate feedback</li> <li>• meet workplace standards including quality standards</li> </ul>
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks according to instructions</li> <li>• working systematically with attention to detail</li> <li>• identifying improvements and avoiding damage</li> <li>• using workplace practices</li> <li>• using OH&amp;S practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> </ul>
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&amp;S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> <li>• workplace communication practices and quality standards</li> <li>• accepted ways of communicating information in the workplace</li> <li>• roles of different production personnel</li> <li>• ways to effectively manage information</li> <li>• uses of a variety of communication tools</li> <li>• quality standards and practices</li> <li>• OH&amp;S practices, including hazard identification and control measures</li> <li>• workplace practices</li> <li>• recording and reporting practices</li> </ul>
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> <li>• use appropriate industry terminology and language to convey meaning</li> <li>• work effectively with others</li> <li>• conduct quality checks on own work</li> <li>• identify communication goals</li> <li>• use communication tools such as computers, internet, email, databases</li> <li>• read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material</li> <li>• maintain accurate records</li> <li>• communicate within the workplace</li> <li>• sequence operations</li> <li>• meet specifications</li> <li>• clarify and check task-related information</li> <li>• carry out work according to OH&amp;S practices</li> </ul>

**KEY COMPETENCIES**

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

**Performance levels of Key Competencies**

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

<b>Key Competency</b>	<b>Example</b>	<b>Level</b>
Communicate ideas and information	Communication is undertaken to convey production-related information to production personnel.	2
Collect, analyse and organise information	Information about the roles of production personnel is gathered and used appropriately.	2
Plan and organise activities	Production communication is planned to meet desired outcomes.	2
Work with others and in teams	All work complies with workplace and quality standards.	2
Use mathematical ideas and techniques	Use information technology	2
Solve problems	Information needs of respondents are addressed and additional support sought if necessary.	2
Use technology	Email systems are used effectively for communicating with production personnel.	2

## LMTPDCL-01A Assist in preparation of preliminary design concepts

Field: Product Development

This unit covers the skills required to assist with research and preparation of initial garment design concepts within an enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret design brief within specified guidelines	a. Design parameters are clarified, in consultation with designer, sales team, management and/or client, where required b. A strategy plan and/or critical path plan is developed, when required c. Constraints are identified and taken into account when clarifying the brief
2. Research relevant information within specified guidelines	a. Trends in fabrics, etc. are researched for performance, colour, availability, care/maintenance requirements and suitability to project or design b. Technical requirements associated with production are assessed, within specified guidelines c. Any additional expertise required for the project is identified
3. Contribute to design concepts	a. Preliminary concepts are worked out in conjunction with others to identify possibilities b. Story themes are developed using fashion magazines, samples, swatches, trims and colour palette c. Ideas are contributed and discussed with team members to enhance the success of the project d. Relevant support materials and explanations are developed and refined in conjunction with members of the design team
4. Contribute to the presentation of design/s	a. Own role and relationship to others for the presentation meeting is determined and rehearsed b. Presentation is assessed in a manner which promote the design's acceptance/approval

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assistance to others in the preparation of preliminary design concepts for garments</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies can refer to enterprise and client initiated ideas or requests</li> <li>c. The competencies may involve:               <ul style="list-style-type: none"> <li>c.1. applications associated with original creation</li> <li>c.2. adaption of designs or interpretation of sketches within contexts related to:                   <ul style="list-style-type: none"> <li>c.2.1. single or multiple production styles and ranges</li> <li>c.2.2. made to measure</li> <li>c.2.3. theatre costuming</li> </ul> </li> </ul> </li> <li>d. Design at this level may relate to individual garments where generally basic stable fabrics are used. However,, the extent and nature of product design will depend on the products and organisations structure within the individual enterprise</li> <li>e. Size and work organisation within enterprise will also determine the range of interaction with other areas, for example:               <ul style="list-style-type: none"> <li>e.1. patternmaker</li> <li>e.2. sample hand/machinist</li> <li>e.3. marketing/sales</li> <li>e.4. management</li> <li>e.5. customer</li> </ul> </li> <li>f. Design activities may include:               <ul style="list-style-type: none"> <li>f.1. CAD system</li> <li>f.2. manual design methods</li> </ul> </li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within routines, methods and procedures</li> <li>j. Data entry/recording may include:               <ul style="list-style-type: none"> <li>j.1. keyboard</li> <li>j.2. computer-aided drafting input devices</li> <li>j.3. manual operations</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design brief</li> <li>c. Organisation work procedures</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the preparation of preliminary design concepts for garments</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## 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"> <li>a.1. research trends</li> <li>a.2. assess technical requirements</li> <li>a.3. develop story themes</li> <li>a.4. communicate effectively with design team, customers, etc.</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with the units 'Assist with Development of Design', and 'Select and/or Modify Patterns or Blocks' dependent on workplace organisation
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. the elements and principles of design and how they can be used to create good design in the clothing industry</li> <li>a.2. the industry, global and local trends</li> <li>a.3. garment construction</li> <li>a.4. research sources</li> <li>a.5. colour/colour mix and interpretation</li> <li>a.6. fabrics, fibres, trims, accessories and their properties and characteristics</li> <li>a.7. safety and environmental aspects of relevant enterprise activities</li> <li>a.8. workplace procedures and reporting processes</li> <li>a.9. relevant OH&amp;S legislation and codes of practice</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. provide effective assistance with the preparation of preliminary design concepts</li> <li>b.2. produce sketches manually or using CAD systems</li> <li>b.3. communicate effectively with individuals, work groups and supervisors</li> <li>b.4. interpret and carry out established procedures</li> <li>b.5. document and transfer information</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated garment design situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design briefs and/or customer's requirements</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

## LMTPDCL-02A Assist with development of design

Field: Product DEVELOPMENT

This unit covers the skills required to assist with artwork and specification preparation for garment design concepts within an enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare drawings/artwork	<ul style="list-style-type: none"> <li>a. Working drawings/artwork are prepared, in consultation with others to assist interpretation of requirements</li> <li>b. Completed drawings are checked against design brief and/or customer requirements and amended as required in accordance with workplace procedures</li> <li>c. Computer generated drawings are printed and backed up in accordance with workplace procedures</li> </ul>
2. Prepare specifications for approval	<ul style="list-style-type: none"> <li>a. Requirements are clarified and agreed</li> <li>b. Specification details are established and confirmed in accordance with enterprise procedures, including required standards of construction and overall quality</li> <li>c. Specifications are prepared, in the appropriate format, to assist the patternmaker in translating the fashion sketch and/or sample</li> </ul>
3. Collate and submit preliminary cost estimates	<ul style="list-style-type: none"> <li>a. All items required for the range/garment are checked and confirmed</li> <li>b. Costs of items required for the range/garment are compiled and compared</li> <li>c. Cost estimates are submitted to nominated staff for consideration and confirmation</li> <li>d. Adjustments are made to cost estimates, where necessary, in accordance with workplace procedures</li> </ul>
4. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and stored in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assistance to others with artwork and specification preparation for garment design concepts</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies can refer to enterprise and client initiated ideas or requests</li> <li>c. The competencies may involve: <ul style="list-style-type: none"> <li>c.1. applications associated with original creation</li> <li>c.2. adaption of designs or interpretation of sketches within contexts related to: <ul style="list-style-type: none"> <li>c.2.1. single or multiple production styles and ranges</li> <li>c.2.2. made to measure</li> <li>c.2.3. theatre costing</li> </ul> </li> </ul> </li> <li>d. Design at this level may relate to individual garments where generally basic stable fabrics are used. However, the extent and nature of product design will depend on the products and organisations structure within the individual enterprise</li> <li>e. Size and work organisation within enterprise will also determine the range of interaction with other areas, for example: <ul style="list-style-type: none"> <li>e.1. patternmaker</li> <li>e.2. sample hand/machinist</li> <li>e.3. marketing/sales</li> <li>e.4. management</li> <li>e.5. customer</li> </ul> </li> <li>f. Design activities may include: <ul style="list-style-type: none"> <li>f.1. CAD system</li> <li>f.2. manual design methods</li> </ul> </li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within routines, methods and procedures</li> <li>j. Data entry/recording may include: <ul style="list-style-type: none"> <li>j.1. keyboard</li> <li>j.2. computer aided drafting input device</li> <li>j.3. manual operations</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design brief</li> <li>c. Organisation work procedures</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to artwork and specification preparation for garment design concepts</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## 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"> <li>a.1. prepare drawings</li> <li>a.2. establish specification details</li> <li>a.3. compile/compare costs of designs</li> <li>a.4. communicate effectively with design team, customers, etc.</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with the units 'Assist in Preparation of Preliminary Design Concepts', and 'Select and/or Modify Patterns or Blocks' dependent on workplace organisation
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. the elements and principles of design and how they can be used to create good design in the clothing industry</li> <li>a.2. the industry, global and local trends</li> <li>a.3. specification requirements and costing procedures</li> <li>a.4. garment construction</li> <li>a.5. research sources</li> <li>a.6. colour/colour mix and interpretation</li> <li>a.7. fabrics, fibres, trims, accessories and their properties and characteristics</li> <li>a.8. safety and environmental aspects of relevant enterprise activities</li> <li>a.9. workplace procedures and reporting processes</li> <li>a.10. relevant OH&amp;S legislation and codes of practice</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. provide effective assistance with the preparation of preliminary design concepts</li> <li>b.2. produce sketches manually or using CAD systems</li> <li>b.3. prepare specifications</li> <li>b.4. communicate effectively with individuals, work groups and supervisors</li> <li>b.5. interpret and carry out established procedures</li> <li>b.6. maintain records, document and transfer information</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated garment design situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design briefs and/or customer's requirements</li> <li>a.3. preparing design specifications</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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



## LMTPDCL-03A Select and/or modify patterns or blocks

Field: Product Development

This unit covers the skills and knowledge required to select and/or modify patterns used for garment production within an enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret the design	<ul style="list-style-type: none"> <li>a. Design sketch/drawing is interpreted and clarified with designer or senior patternmaker as required</li> <li>b. Design lines and features are identified</li> <li>c. Fabric characteristics and performance, and trims and finishings are considered in relation to the design</li> </ul>
2. Select a pattern	<ul style="list-style-type: none"> <li>a. Specifications are read and interpreted, in consultation with others as required</li> <li>b. Any special construction methods or trim details of the garment that may affect the pattern are identified</li> <li>c. Pattern is obtained and checked to ensure suitability to the work specifications and/or design requirements</li> </ul>
3. Modify existing pattern	<ul style="list-style-type: none"> <li>a. Steps required to modify the pattern are determined</li> <li>b. Pattern is made, using existing patterns, to meet design requirements</li> <li>c. Pattern pieces are checked for accuracy of seam allowances, seam match, hems and functional openings</li> </ul>
4. Test pattern	<ul style="list-style-type: none"> <li>a. Pattern is tested for feasibility by making a prototype or toile</li> <li>b. Construction problems are identified, where relevant, and alternative construction methods are recommended</li> <li>c. Pattern adjustments are made, as required, and alterations are assessed to meet fitting requirements</li> <li>d. Final patterns are tested for compliance to design criteria and specifications, and to assess accuracy and completeness</li> <li>e. Labelling of pattern pieces is assessed in accordance with enterprise procedures</li> </ul>
5. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> <li>b. Patterns are filed in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assistance to others in the preparation of preliminary design concepts for garments</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies can refer to enterprise and client initiated ideas or requests</li> <li>c. The competencies may:               <ul style="list-style-type: none"> <li>c.1. involve the selection and modification of patterns; and</li> <li>c.2. may be influenced by the extent of the pattern library or technology applications, and the variety of patterns used within the enterprise</li> </ul> </li> <li>d. The work responsibilities of the patternmaker will vary in scope according to:               <ul style="list-style-type: none"> <li>d.1. the size of the workplace</li> <li>d.2. the range of designs and specialisation in the workplace</li> <li>d.3. workplace quality standards</li> <li>d.4. degree of autonomy of the patternmaker</li> </ul> </li> <li>e. Patternmakers may have responsibility for:               <ul style="list-style-type: none"> <li>e.1. the development of prototypes or toiles</li> <li>e.2. making samples and testing patterns</li> <li>e.3. developing the design</li> <li>e.4. estimating fabric usage</li> </ul> </li> <li>f. Pattern making activities may involve:               <ul style="list-style-type: none"> <li>f.1. CAD system</li> <li>f.2. manual design methods</li> </ul> </li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within routines, methods and procedures</li> <li>j. Data entry/recording may include:               <ul style="list-style-type: none"> <li>j.1. keyboard</li> <li>j.2. computer aided drafting input device</li> <li>j.3. manual operations</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design drawings/sketches</li> <li>c. Garment construction instructions</li> <li>d. Organisation work procedures</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to making of garment construction patterns</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. identifying/defining design lines and features</li> <li>a.2. choosing patterns to suit work specifications</li> <li>a.3. modifying, checking and testing patterns</li> <li>a.4. making prototype/toile</li> <li>a.5. communicate effectively with design team, customers, etc.</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed in conjunction with the units 'Assist with Development of Design', and 'Assist in Preparation of Preliminary Design Concepts' dependent on workplace organisation</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. the principles and concepts of pattern making</li> <li>a.2. customer and enterprise fit requirements</li> <li>a.3. cost efficiency in relation to pattern making</li> <li>a.4. range of typical garment fabrics, including weight and other characteristics</li> <li>a.5. marker making procedures</li> <li>a.6. cutting and garment construction</li> <li>a.7. safety and environmental aspects of relevant enterprise activities</li> <li>a.8. workplace procedures and reporting processes</li> <li>a.9. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. undertake the range of activities associated with selecting and modifying existing patterns</li> <li>b.2. develop the pattern with consideration to the characteristics of fabric and trimmings</li> <li>b.3. construct garment toiles or prototypes</li> <li>b.4. test patterns and recommend alternative construction methods</li> <li>b.5. use manual or CAD systems</li> <li>b.6. communicate effectively with individuals, work groups and supervisors</li> <li>b.7. maintain records, document and transfer information</li> <li>b.8. interpret and carry out established procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated patternmaking situations</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design drawings, sketches and specifications</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

## LMTPRGN-01A Plan and implement production within a work team

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Determine production requirements	<ul style="list-style-type: none"> <li>a. Projected quantity and quality requirements, standard times and production capacities are identified</li> <li>b. Production process and material handling options are identified</li> <li>c. Resources required for the project or production order are established</li> </ul>
2. Prioritise work	<ul style="list-style-type: none"> <li>a. Work is prioritised taking into account production demands, customer requests/requirements and efficiency standards of the enterprise</li> </ul>
3. Sequence production	<ul style="list-style-type: none"> <li>a. Steps required for the process are identified ensuring most efficient use of resources</li> <li>b. Documentation is prepared in accordance with enterprise procedures</li> </ul>
4. Organise team and resources	<ul style="list-style-type: none"> <li>a. Work team is selected and organised in accordance with enterprise procedures</li> <li>b. Facility, equipment and material and resources required for the production process are identified and organised in accordance with the production schedule</li> </ul>
5. Implement and monitor work flow	<ul style="list-style-type: none"> <li>a. Work flow is monitored to ensure production schedule is maintained</li> <li>b. Methods are implemented to ensure that work is directed to each work area or location as required, and potential congestion areas are identified</li> <li>c. Troubleshooting occurs on a regular basis in response to breakdowns, absenteeism and other factors</li> </ul>
6. Implement variations to production plan	<ul style="list-style-type: none"> <li>a. Systematic implementation of variations to the production plan are coordinated to ensure production meets the schedule and specifications</li> <li>b. Work is re-allocated in accordance with production priorities, where required</li> <li>c. Inefficiencies are identified and dealt with in accordance with enterprise/production procedures</li> <li>d. Team or individual responsibilities are defined and communicated</li> </ul>
7. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves determining, planning, implementing and monitoring production work flow within a work team in a TCF enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions</li> <li>b. Product schedule may include plant layout/machine involvement and personnel required for particular operations</li> <li>c. TCF production areas may include:               <ul style="list-style-type: none"> <li>c.1. textile production</li> <li>c.2. clothing production</li> <li>c.3. footwear production</li> <li>c.4. early stage wool processing</li> <li>c.5. cotton ginning</li> <li>c.6. hide/skin/leather production</li> <li>c.7. headwear production and millinery</li> <li>c.8. canvas and sails production</li> <li>c.9. laundry operations</li> <li>c.10. dry cleaning operations</li> </ul> </li> <li>d. The competencies are applied under general guidance on progress and outcomes</li> <li>e. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>f. The competencies are used within routines, methods and procedures</li> <li>g. Operations may cover various time scales to reflect seasonal planning</li> <li>h. Production planning may relate to:               <ul style="list-style-type: none"> <li>h.1. establishing an overall plan for manufacture/product delivery</li> <li>h.2. repetitive production runs</li> <li>h.3. short runs</li> <li>h.4. quick changes</li> <li>h.5. a diversity of styles</li> <li>h.6. indent orders</li> <li>h.7. stock services replenishment</li> </ul> </li> <li>i. Organisation systems may include:               <ul style="list-style-type: none"> <li>i.1. JIT</li> <li>i.2. VAM</li> <li>i.3. quick response</li> <li>i.4. quality circles,</li> <li>i.5. team processes</li> <li>i.6. benchmarking</li> </ul> </li> <li>j. Consultation may occur with suppliers and manufacturers</li> <li>k. Formal meeting situations or informal information exchange may occur between relevant personnel</li> <li>l. Exposure may occur to chemicals, dangerous or other hazardous substances</li> <li>m. Data recording may involve use of keyboard or manual recording applications</li> <li>n. Interaction may occur with other departments</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Production orders</li> <li>b. Machine/equipment manufacturers' specifications and instructions</li> <li>c. Organisation work orders</li> <li>d. Production and planning policies and other documentation</li> <li>e. Organisational or external personnel</li> <li>f. Work scheduling documentation</li> <li>g. Job procedures</li> <li>h. Work instructions</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to planning and implementation of production for a work team</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice includes providing an effective contribution to planning production</li> <li>d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise</li> <li>e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>f. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## 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"> <li>a.1. establish production requirements</li> <li>a.2. prioritise work</li> <li>a.3. select/organise work team</li> <li>a.4. ensure efficiency of production schedule</li> <li>a.5. deal with inefficiencies</li> <li>a.6. apply workplace health and safety policies in production operations</li> <li>a.7. maintain accurate records</li> </ol>
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"> <li>a.1. work organisation systems and workplace organisation features</li> <li>a.2. production planning processes, such as material supply, etc.</li> <li>a.3. safety and environmental aspects of relevant enterprise activities</li> <li>a.4. workplace procedures</li> <li>a.5. reporting processes</li> <li>a.6. relevant OH&amp;S legislation and codes of practice</li> </ol> b. Underpinning skills to: <ol style="list-style-type: none"> <li>b.1. interpret and use data from a range of sources</li> <li>b.2. sequence production</li> <li>b.3. monitor workflow</li> <li>b.4. organise resources</li> <li>b.5. respond to breakdowns, absenteeism, etc.</li> <li>b.6. coordinate variations to production plan</li> <li>b.7. communicate effectively within the workplace</li> <li>b.8. interpret and carry out established procedures</li> <li>b.9. document and transfer information</li> </ol>
4. Resource implications	a. Access to real or appropriately simulated production planning situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> <li>a.1. planning and selecting appropriate processes or procedures</li> <li>a.2. identifying contingencies</li> <li>a.3. completing tasks</li> <li>a.4. identifying and implementing improvements</li> <li>a.5. ensuring safety standards are followed</li> </ol> b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ol> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

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

Field: Production

**this UNIT COVERS THE SKILLS AND KNOWLEDGE REQUIRED TO SET UP MACHINES FOR PRODUCTION CHANGES IN A TCF enterprise.**

ELEMENT	PERFORMANCE CRITERIA
1. Set machine/s	<ul style="list-style-type: none"> <li>a. Product specifications are interpreted correctly in relation to machine setting requirements</li> <li>b. Machine is set in accordance with product specifications, machine manufacturer's instructions and enterprise procedures</li> </ul>
2. Conduct sample runs	<ul style="list-style-type: none"> <li>a. Material to be used for sampling is obtained</li> <li>b. Machine is operated in accordance with manufacturer's and enterprise instructions to produce a specified sample</li> </ul>
3. Organise sample quality testing	<ul style="list-style-type: none"> <li>a. Sample is tested, or the test is organised, in accordance with enterprise procedures to ensure required standards of quality are met</li> </ul>
4. Re-adjust machine settings to meet requirements	<ul style="list-style-type: none"> <li>a. Test results are interpreted to determine adjustment requirements</li> <li>b. Adjustment changes are assessed in accordance with product and machine specifications</li> <li>c. Appropriate production personnel are informed of the availability of the newly set up machine in accordance with workplace procedures</li> </ul>
5. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the setting up of machines for production changes in a TCF enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation in a TCF sector</li> <li>b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions</li> <li>c. TCF production areas may include: <ul style="list-style-type: none"> <li>c.1. textile production</li> <li>c.2. clothing production</li> <li>c.3. footwear production</li> <li>c.4. early stage wool processing</li> <li>c.5. cotton ginning</li> <li>c.6. hide/skin/leather production</li> <li>c.7. headwear production and millinery</li> <li>c.8. canvas and sails production</li> <li>c.9. laundry operations</li> <li>c.10. dry cleaning operations</li> </ul> </li> <li>d. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> <li>e. Machines/equipment may include: <ul style="list-style-type: none"> <li>e.1. any machine typically used in the TCF sector concerned</li> <li>e.2. microprocessor or computer controlled machines</li> <li>e.3. both production and facility equipment used in the enterprise</li> </ul> </li> <li>f. The extent of machine set up will be dependent on the equipment, production requirements and workplace arrangements in each enterprise</li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Production orders</li> <li>b. Machine/equipment manufacturers' specifications and instructions</li> <li>c. Organisation work orders</li> <li>d. Production and planning policies and other documentation</li> <li>e. Organisational or external personnel</li> <li>f. Work scheduling documentation</li> <li>g. Job procedures</li> <li>h. Work instructions</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the setting up of machines for production changes in a TCF enterprise</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice includes providing an effective contribution to planning production</li> <li>d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise</li> <li>e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>f. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. interpret specifications for machine settings</li> <li>a.2. perform sample runs</li> <li>a.3. arrange or conducting testing of sample</li> <li>a.4. make appropriate re-adjustments</li> <li>a.5. apply workplace health and safety policies in production operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units and can be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. setting up and adjustment requirements for the range of machines and equipment used in the enterprise</li> <li>a.2. quality requirements</li> <li>a.3. machine manufacturer's specifications</li> <li>a.4. safety and environmental aspects of relevant enterprise activities</li> <li>a.5. workplace procedures and reporting processes</li> <li>a.6. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. set and operate machines</li> <li>b.2. test and analyse samples</li> <li>b.3. apply all the relevant safety practices when working in the industry</li> <li>b.4. communicate effectively with individuals, work groups and supervisors</li> <li>b.5. maintain records and document and transfer information</li> <li>b.6. interpret and carry out established procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated situations involving the setting up of machines for production changes in a TCF context</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising setting up processes or procedures</li> <li>a.2. identifying contingencies</li> <li>a.3. completing tasks</li> <li>a.4. identifying and implementing improvements</li> <li>a.5. ensuring safety standards are followed</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

**LMTPRGN-03A Participate in production planning processes****Field Production**

**this UNIT COVERS THE SKILLS AND KNOWLEDGE REQUIRED TO PARTICIPATE IN PRODUCTION PLANNING IN A TCF enterprise.**

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

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves participation in production planning in a TCF enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation in a TCF sector</li> <li>b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions</li> <li>c. TCF production areas may include               <ul style="list-style-type: none"> <li>c.1. Textile production</li> <li>c.2. clothing production</li> <li>c.3. footwear production</li> <li>c.4. early stage wool processing</li> <li>c.5. cotton ginning</li> <li>c.6. hide/skin/leather production</li> <li>c.7. headwear production and millinery</li> <li>c.8. canvas and sails production</li> <li>c.9. laundry operations</li> <li>c.10. dry cleaning operations</li> </ul> </li> <li>d. Product schedule may include plant layout/machine involvement and personnel required for particular operations</li> <li>e. The competencies are applied under general guidance on progress and outcomes</li> <li>f. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>g. The competencies are used within routines, methods and procedures</li> <li>h. Operations may cover various time scales to reflect seasonal planning</li> <li>i. Production planning may relate to:               <ul style="list-style-type: none"> <li>i.1. Establishing an overall plan for manufacture/product delivery</li> <li>i.2. repetitive production runs</li> <li>i.3. short runs</li> <li>i.4. quick changes</li> <li>i.5. a diversity of styles</li> <li>i.6. indent orders</li> <li>i.7. stock services replenishment</li> </ul> </li> <li>j. Organisation systems may include:               <ul style="list-style-type: none"> <li>j.1. JIT</li> <li>j.2. VAM</li> <li>j.3. quick response</li> <li>j.4. quality circles,</li> <li>j.5. team processes</li> <li>j.6. benchmarking</li> </ul> </li> <li>k. Consultation may occur with suppliers and manufacturers</li> <li>l. Planning meetings may relate to formal meeting situations or informal information exchange between relevant personnel</li> <li>m. Formal meeting situations or informal information exchange may occur between relevant personnel</li> <li>n. Exposure may occur to chemicals, dangerous or other hazardous substances</li> <li>o. Data recording may involve use of keyboard or manual recording applications</li> <li>p. Interaction may occur with other departments</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Production orders</li> <li>b. Machine/equipment manufacturers' specifications and instructions</li> <li>c. Organisation work orders</li> <li>d. Production and planning policies and other documentation</li> <li>e. Organisational or external personnel</li> <li>f. Work scheduling documentation</li> <li>g. Job procedures</li> <li>h. Work instructions</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to planning and implementation of production for a work team</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practice includes providing an effective contribution to planning production</li> <li>d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise</li> <li>e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>f. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## 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"> <li>a.1. confirm requirements for production</li> <li>a.2. assemble and interpret specific production information</li> <li>a.3. identify resources, supply requirements, machines, personnel, etc.</li> <li>a.4. contribute to interchange of information at planning meetings</li> <li>a.5. apply workplace health and safety policies in production operations</li> <li>a.6. maintain accurate records</li> </ul>
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"> <li>a.1. production processes, products and machines</li> <li>a.2. basic knowledge of fibres and fibre chemistry</li> <li>a.3. an understanding of work and workplace organisation systems</li> <li>a.4. safety and environmental aspects of relevant enterprise activities</li> <li>a.5. meeting procedures</li> <li>a.6. workplace procedures and reporting processes</li> <li>a.7. relevant OH&amp;S legislation and codes of practice</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. participate effectively in planning production</li> <li>b.2. interpret and use data from a range of sources</li> <li>b.3. apply all the relevant safety practices when working in the industry</li> <li>b.4. communicate effectively with individuals, work groups and supervisors</li> <li>b.5. maintain records and document and transfer information</li> <li>b.6. interpret and carry out established procedures</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated production planning situations in a TCF context b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. planning and selecting appropriate processes or procedures</li> <li>a.2. identifying contingencies</li> <li>a.3. completing tasks</li> <li>a.4. identifying and implementing improvements</li> <li>a.5. ensuring safety standards are followed</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

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

## Field Production

**this UNIT RELATES TO THE INSPECTION AND/OR TESTING OF RAW MATERIALS THROUGH TO VARIOUS PRODUCTS DURING THE production process within sectors of the TCF Industry.**

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

## Range of Variables

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

## Evidence Guide

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

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

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

## Field Production

**this UNIT ENCOMPASSES THE SELECTION, TRANSFER, REMOVAL AND SUPPLY OF MATERIALS AND/OR PRODUCTS IN support of the production process.**

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



## Range of Variables

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

## Evidence Guide

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

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

## LMTPRGN-12A Control production

### Field Production

**this UNIT COVERS THE SKILLS AND KNOWLEDGE REQUIRED TO MONITOR AND CONTROL PRODUCTION OPERATIONS IN A TCF enterprise.**

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

## Range of Variables

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

## 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"> <li>a.1. organise machine operations, staff and production processes</li> <li>a.2. meet production processes efficiency standards</li> <li>a.3. implement appropriate ways of correcting non-compliance and inefficiencies</li> <li>a.4. apply techniques to monitor production work</li> <li>a.5. monitor changes to production processes</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. check production outputs against specifications</li> <li>a.8. maintain accurate records</li> </ul>
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"> <li>a.1. production and work flow system in the enterprise</li> <li>a.2. factors/constraints that impact on effective work flow</li> <li>a.3. ways of controlling factors and constraints</li> <li>a.4. cost effective work methods to achieve production objectives and time-lines</li> <li>a.5. methods for monitoring and controlling the use of resources</li> <li>a.6. quality assurance standards and procedures</li> <li>a.7. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. develop workflow plans</li> <li>b.2. schedule and prioritise resources (machines, staff, materials and production processes)</li> <li>b.3. clarify and communicate tasks, roles and responsibilities</li> <li>b.4. allocate work for operators/team members</li> <li>b.5. identify and report problems with workflow</li> <li>b.6. establish, maintain and update monitoring procedures</li> <li>b.7. identify and interpret product specifications</li> <li>b.8. set and adjust machines in accordance with enterprise procedures</li> <li>b.9. select, organise and weigh raw materials</li> <li>b.10. analyse and record results in accordance with enterprise procedures</li> <li>b.11. carry out work in accordance with OH&amp;S policies and procedures</li> </ul>
4. Resource implications	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	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising production processes and resources</li> <li>a.2. interpreting work specifications</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capacity of equipment/machines used in production processes</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> 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. Competency should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge

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

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

## Range of Variables

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

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. organise work tasks, work processes and staff</li> <li>a.2. meet work processes efficiency standards</li> <li>a.3. advise appropriate ways of correcting non-compliance and inefficiencies</li> <li>a.4. apply techniques to monitor work</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>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</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. production and work flow system in the section/team</li> <li>a.2. factors/constraints that impact on effective work flow</li> <li>a.3. effective work methods to achieve production objectives and time-lines</li> <li>a.4. methods for monitoring and coordinating the use of resources</li> <li>a.5. quality assurance standards and procedures</li> <li>a.6. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. prioritise resources (machines, staff, materials and production processes)</li> <li>b.2. clarify and communicate tasks, roles and responsibilities</li> <li>b.3. allocate work to team/section members</li> <li>b.4. identify and report problems with workflow</li> <li>b.5. maintain and update monitoring procedures</li> <li>b.6. analyse and record results in accordance with enterprise procedures</li> <li>b.7. carry out work in accordance with OH&amp;S policies and procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>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</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. coordinating work processes and resources</li> <li>a.2. interpreting work specifications</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> <li>a.7. assessing operational capacity of equipment/machines used in production processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. security procedures</li> <li>b.5. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> <li>b. Competency should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge</li> </ul>

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

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

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

## LMTPRCL-11A Grade patterns

## Field: Production

This unit covers the skills and knowledge required to grade patterns used for garment production within an enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare and check a pattern	<ul style="list-style-type: none"> <li>a. Workstation and/or equipment are selected and prepared in accordance with enterprise requirements</li> <li>b. Base size pattern is checked for correct information, balance points and pattern fit and clarification sought, if necessary, in accordance with enterprise procedures</li> <li>c. Style and fabric characteristics which influence grading are identified and any queries are clarified with patternmaker</li> <li>d. Appropriate grade plan or grade rule table is selected</li> </ul>
2. Grade patterns	<ul style="list-style-type: none"> <li>a. Pattern is graded manually or by computer, adjusting design lines, maintaining accuracy and shape, notches, design proportion and other requirements in accordance with work specification</li> <li>b. Pattern is checked for accuracy and appropriate action taken, if necessary</li> <li>c. Patterns are filed in accordance with enterprise procedures</li> </ul>
3. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> <li>b. Patterns are filed in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the grading of patterns used for garment production within an enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competencies can refer to enterprise and client initiated ideas or requests</li> <li>c. Grading can include basic styles, such as shirts, pants, shorts, skirts, blouses or more complex patterns</li> <li>d. The degree of specialisation at the workplace will determine the scope of the graders work</li> <li>e. Grading activities may involve:               <ul style="list-style-type: none"> <li>e.1. CAD system</li> <li>e.2. manual grading methods</li> </ul> </li> <li>f. The competencies are applied under general guidance on progress and outcomes</li> <li>g. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>h. The competencies are used within routines, methods and procedures</li> <li>i. Data entry/recording may include:               <ul style="list-style-type: none"> <li>i.1. keyboard</li> <li>i.2. computer aided input device</li> <li>i.3. manual operations</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design drawings/sketches</li> <li>c. Garment construction instructions</li> <li>d. Organisation work procedures</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the grading of patterns used for garment production within an enterprise</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check patterns for correct information</li> <li>a.2. grade patterns</li> <li>a.3. ensure graded patterns meet specifications</li> <li>a.4. communicate effectively with design team, customers, etc.</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed in conjunction with other units dependent on workplace organisation</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. Australian size standards</li> <li>a.2. workplace and customer size charts</li> <li>a.3. pattern making and the development of a pattern</li> <li>a.4. cost efficiency in pattern making</li> <li>a.5. an understanding of marker making</li> <li>a.6. safety and environmental aspects of relevant enterprise activities</li> <li>a.7. workplace procedures and reporting processes</li> <li>a.8. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. produce precise results</li> <li>b.2. use CAD or manual grading systems</li> <li>b.3. communicate effectively with individuals, work groups and supervisors</li> <li>b.4. maintain records</li> <li>b.5. document and transfer information</li> <li>b.6. interpret and carry out established procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated grading situations</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design drawings, sketches and specifications</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

## LMTPRCL-12A Measure, lay-up and cut custom-made garments

Field: Production

This unit covers the skills and knowledge required to required to perform cutting to order for one off single lays within the clothing industry.

ELEMENT	PERFORMANCE CRITERIA
1. Measure and interpret garment dimensions	a. Client measurements are obtained b. Garment measurements are interpreted to suit special needs of client, where required
2. Determine/confirm design and pattern requirements	a. Garment design (and preferred material/fabric) is discussed and agreed with client, where necessary b. Special needs of the client are incorporated into the design, where required c. Design is chalked into the pattern or the pattern is selected/modified to meet the requirements
3. Lay-up and cut material	a. Material is checked for quality, faults, width, selvages, dye lot and marking requirements b. Material is laid-up and alignment is checked to ensure conformance to specifications c. Material is cut to meet design requirements and measurements of the pattern
4. Maintain documentation	a. All relevant paperwork and documentation is prepared in accordance with enterprise procedures

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves measuring, laying-up and cutting custom-made garments</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Degree of complexity will relate to fabrics being used and intricacy of design</li> <li>c. Interpreting measurements into a pattern relates to special individual requirements, such as posture, shape, etc.</li> <li>d. Laying-up tasks may be associated with laying-up operations where size, shape and cost of fabric is significant</li> <li>e. Measuring, cutting and pattern selection or alteration may be combined in made to measure specialist order cutting</li> <li>f. Safety procedures and practices when working with cutting equipment are as specified by manufacturer's, regulatory authorities and the enterprise</li> <li>g. Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise</li> <li>h. The competencies are applied under general guidance on progress and outcomes</li> <li>i. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>j. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design drawings/sketches</li> <li>c. Organisation work procedures</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to measuring, laying-up and cutting custom-made garments</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>



## Evidence Guide

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

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

**LMTPRCL-13A Determine and perform garment maintenance or repair**

Field: Production

This unit covers the skills and knowledge required to assess garments for maintenance or repair requirements and to undertake the required maintenance and repairs.

ELEMENT	PERFORMANCE CRITERIA
1. Determine requirements	<ul style="list-style-type: none"><li>a. Garment is assessed or examined</li><li>b. Requirements for maintenance or repair of garment are determined</li><li>c. Costs are calculated to determine feasibility of repair</li></ul>
2. Prepare garment	<ul style="list-style-type: none"><li>a. Garment is prepared in appropriate manner for maintenance or repair</li><li>b. Materials and/or equipment required for the task are assembled</li></ul>
3. Undertake maintenance or repair	<ul style="list-style-type: none"><li>a. Cleaning or laundering of garment is assessed or organised, where necessary</li><li>b. Repair is undertaken to restore garment to optimum condition, as required, in accordance with workplace procedures</li><li>c. Garment is prepared for storage, where appropriate</li></ul>
4. Maintain records	<ul style="list-style-type: none"><li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li></ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves determining and performing garment maintenance or repair</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. The competency relates to the range of repairs that typically apply in specialised garment repair situations</li> <li>c. Complexity and degree of responsibility will be dependent on the size of the enterprise and internal work organisation</li> <li>d. Maintenance may include:               <ul style="list-style-type: none"> <li>d.1. spot cleaning</li> <li>d.2. determining dry cleaning or laundering requirements</li> <li>d.3. preparation for storage</li> </ul> </li> <li>e. Repair may include:               <ul style="list-style-type: none"> <li>e.1. invisible mending</li> <li>e.2. complex repairs</li> </ul> </li> <li>f. The competencies are applied under general guidance on progress and outcomes</li> <li>g. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>h. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Garment maintenance instructions</li> <li>c. Organisation work procedures</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to determining and performing garment maintenance or repair</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. assess garments for maintenance or repair</li> <li>a.2. calculate costs</li> <li>a.3. repair and restore garments to optimum condition</li> <li>a.4. communicate effectively with design team, customers, etc.</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may does not necessarily need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. fabrics/materials and how they react to laundering, dry cleaning or spot cleaning</li> <li>a.2. appropriate testing procedures</li> <li>a.3. broad knowledge of cleaning agents and the effect they have on a range of fabrics/materials, including those that are fragile and easily damaged</li> <li>a.4. garment repair techniques and their application</li> <li>a.5. safety and environmental aspects of relevant enterprise activities</li> <li>a.6. workplace procedures and reporting processes</li> <li>a.7. relevant OH&amp;S legislation and codes of practice</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. carry out garment maintenance and repair techniques to the required industry standard</li> <li>b.2. apply all the relevant safety practices when working in the clothing industry</li> <li>b.3. communicate effectively with clients, individuals, work groups and supervisors</li> <li>b.4. maintain records and document and transfer information</li> <li>b.5. interpret and carry out established procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated situations involving determination and performance of garment maintenance or repair</li> <li>b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design drawings, sketches and specifications</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

## LMTPRCL-14A Assemble/fit custom-made/bespoke garments

Field: Production

This unit covers the skills and knowledge required to assemble and fit custom-made or bespoke garments.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare garment pieces	<ul style="list-style-type: none"> <li>a. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly</li> <li>b. First fitting is conducted with the client and necessary changes made, as required</li> </ul>
2. Assemble garment	<ul style="list-style-type: none"> <li>a. Pieces are sewn together to form the whole garment in accordance with pattern specifications</li> <li>b. Garment is pressed in accordance with requirements</li> <li>c. Second fitting of garment is assessed with client</li> <li>d. Modifications are determined in consultation with the client, where necessary</li> </ul>
3. Finish garment	<ul style="list-style-type: none"> <li>a. Alterations are undertaken, where relevant</li> <li>b. Hand sewing is assessed and trims applied in accordance with design requirements</li> <li>c. Garment is finished to meet specifications and appropriate labels attached</li> </ul>
4. Conduct final fitting	<ul style="list-style-type: none"> <li>a. Final fitting is conducted to ensure client satisfaction and to confirm correct sizing, look and wearer comfort</li> </ul>
5. Maintain document	<ul style="list-style-type: none"> <li>a. All relevant paperwork and documentation is prepared in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves assembly and fitting of custom-made or bespoke garments</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Degree of complexity will relate to fabrics being used and intricacy of design</li> <li>c. Safety procedures and practices when working with sewing equipment are as specified by manufacturer's, regulatory authorities and the enterprise</li> <li>d. Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise</li> <li>e. The competencies are applied under general guidance on progress and outcomes</li> <li>f. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>g. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work specifications</li> <li>b. Design drawings/sketches</li> <li>c. Garment construction instructions</li> <li>d. Organisation work procedures</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> <li>g. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to assembly and fitting of custom-made or bespoke garments</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## 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"> <li>a.1. prepare and assemble pieces for garment</li> <li>a.2. conduct fittings</li> <li>a.3. communicate effectively and interact with the client</li> <li>a.4. communicate effectively with customers, etc.</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit does not necessarily need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. garment construction</li> <li>a.2. assembly methods</li> <li>a.3. fabric properties and their characteristics</li> <li>a.4. safety and environmental aspects of relevant enterprise activities</li> <li>a.5. workplace procedures and reporting processes</li> <li>a.6. relevant OH&amp;S legislation and codes of practice</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. perform alterations</li> <li>b.2. hand and machine sew and apply trims</li> <li>b.3. apply all the relevant safety practices when working in the clothing industry</li> <li>b.4. communicate effectively with individuals, work groups and supervisors</li> <li>b.5. maintain records and document and transfer information</li> <li>b.6. interpret and carry out established procedures</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated situations involving the assembly and fitting of custom-made or bespoke garments b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. planning and organising work</li> <li>a.2. interpreting design drawings, sketches and specifications</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

## LMTPRCL-15A Organise and plan own work in home-based/outside factory environment

Field: Production

This unit covers the skills and knowledge required to organise own work when operating in a home-based/outside work environment.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm drop-off and pick up arrangements	<ul style="list-style-type: none"> <li>a. Relevant personnel in the client organisation are identified and contacted</li> <li>b. Drop off and pick up arrangements are confirmed with relevant personnel</li> </ul>
2. Establish and agree upon quality procedures	<ul style="list-style-type: none"> <li>a. The steps required to complete the work are confirmed with appropriate personnel in the client organisation</li> <li>b. Quality requirements of the client organisation are confirmed and interpreted</li> <li>c. Work assessed in accordance with agreed steps and quality criteria</li> <li>d. Work is regularly checked against specifications and agreed quality standards and action is taken to rectify work which is not in accordance with requirements</li> </ul>
3. Set up home-based workplace	<ul style="list-style-type: none"> <li>a. Workbench and seating are set up according to workplace ergonomic standards</li> <li>b. Machines are cleaned and checked in accordance with standard home-based work procedures</li> <li>c. Machines are set up and adjusted in accordance with workplace procedures and the specifications for the work attachments and/or parts are checked</li> <li>d. Problems with machines and equipment are identified and either fixed, or referred to an appropriate maintenance organisation</li> </ul>
4. Keep records of work	<ul style="list-style-type: none"> <li>a. Home-based work record system is established in accordance with standard home-based work practice and the relevant industrial award</li> <li>b. Records are kept in accordance with record system requirements</li> </ul>
5. Implement workplace health and safety practices	<ul style="list-style-type: none"> <li>a. Workplace health and safety precautions and procedures are identified and followed</li> <li>b. Action is taken in accordance with workplace procedures to prevent accidents and to eliminate risks to personal safety</li> </ul>



## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Competence must be demonstrated in working to defined procedures/methods in a home-based or outside factory environment</li> <li>b. Work is assessed in accordance with statutory requirements, employer's insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a home-based or outside factory situation</li> <li>b. Competence must be demonstrated in machine operation which require positioning, feeding and handling of work pieces and in accommodating variations in the operations</li> <li>c. Machines may include any machine used in home-based garment assembly</li> <li>d. Occupational health and safety precautions and procedures may include:               <ul style="list-style-type: none"> <li>d.1. personal protective wear and equipment is used in accordance with standard workplace practice</li> <li>d.2. safe materials handling practices are correctly followed in accordance with standard workplace practice</li> <li>d.3. rest breaks are taken in accordance with standard workplace practice</li> <li>d.4. workstation is arranged in accordance with occupational health and safety including ergonomic requirements</li> <li>d.5. equipment is stored when not in use in accordance with standard workplace practice</li> <li>d.6. workstation is kept clean and free of obstacles at all times in accordance with standard workplace practice</li> <li>d.7. floor and workstation are kept clear of remnants, threads, lint, dust and rubbish in accordance with standard workplace practice</li> </ul> </li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Bundle tickets</li> <li>b. Prescribed work procedures and specifications</li> <li>c. Personnel from the client organisation</li> <li>d. Quality and Australian standards and procedures</li> <li>e. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the assembly and construction of garments in a home-based or outside factory context</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards as they relate to home-based or outside factory workers</li> <li>b.2. Federal or State/Territory legislation</li> <li>b.3. standard work practices</li> </ul> </li> <li>c. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>d. Communication may be oral, written or visual and can include simple data</li> <li>e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of work output, where necessary</li> <li>f. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers and regulatory authorities</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

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

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	1	1	2

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

Field: Engineering and Maintenance

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

ELEMENT	PERFORMANCE CRITERIA
1. Install automatic process and machine control program	<ul style="list-style-type: none"> <li>a. Appropriate program loading technique is selected and external loading devices are connected to automatic process and machine control system correctly</li> <li>b. Process and machine control system is placed in correct operational mode to accept program loading</li> <li>c. Program is downloaded in accordance with manufacturers' recommended procedure or appropriate standard operating procedures</li> <li>d. Checks are undertaken appropriately during and after downloading to ensure data transfer is accurate and complete</li> <li>e. All external program loading devices and connections are disconnected from process and machine control system</li> </ul>
2. Commission automatic process and machine control program	<ul style="list-style-type: none"> <li>a. Program format and operational intent is accurately determined and correctly understood</li> <li>b. Program instructions are checked for compliance with specifications</li> <li>c. Software timers are counter set to specification, where required</li> <li>d. Program is stepped through manually and outputs are checked and measured for compliance with specifications</li> <li>e. External inputs are checked for compliance with specifications, according to specified procedures</li> <li>f. Program is run and total operation is checked for compliance with specifications, where applicable</li> <li>g. Confirmation of program master copy storage is assessed</li> </ul>
3. Maintain records	<ul style="list-style-type: none"> <li>a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Competence must be demonstrated in the installation and commissioning of process and machine control system programs in machines and equipment used within a clothing production enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation</li> <li>b. Work may involve individual and team related activities, and can include liaison with specialist technicians</li> <li>c. Standards of safety, housekeeping, quality of work and workshop practices are as specified by: <ul style="list-style-type: none"> <li>c.1. machine/equipment manufacturers</li> <li>c.2. regulatory authorities</li> <li>c.3. the enterprise</li> </ul> </li> <li>d. Occupational health and safety requirements associated with electrical work must be strictly observed</li> <li>e. Machines/equipment may involve microprocessor or computer control and include production and facility equipment used within the enterprise</li> <li>f. Work relates to complex TCF production equipment with control systems involving advanced: <ul style="list-style-type: none"> <li>f.1. electronic technology</li> <li>f.2. pneumatic technology</li> <li>f.3. hydraulic technology</li> <li>f.4. robotics technology;</li> </ul> </li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within organisational routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Installation/commissioning procedures</li> <li>b. Manufacturer's instructions</li> <li>c. Organisation work procedures and specifications</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> <li>f. Customer/s requirements</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the assembly and construction of garments</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

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

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

**LMTEMGN-02A Participate in machine/product related research and development****Field: Engineering and Maintenance**

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

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

## Range of Variables

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

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

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



## LMTEMGN-03A Develop preventative maintenance schedules

Field: Engineering and Maintenance

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

ELEMENT	PERFORMANCE CRITERIA
1. Identify requirements for machines, equipment, facility	a. Preventative maintenance requirements for machines and equipment are identified with reference to manufacturer's specifications and enterprise procedures b. Requirements for preventative maintenance of the facility are established c. Production schedules and timeline constraints for the maintenance are identified
2. Prepare maintenance schedules	a. Preventative maintenance schedule is prepared in line with production and time constraints b. Schedule is documented in accordance with enterprise procedures c. Personnel are instructed in the application of the preventative maintenance schedule in accordance with workplace procedures
3. Monitor schedule application	a. Application of the preventative maintenance schedule is monitored to determine effectiveness
4. Review and modify schedule	a. Development and application of the schedule is reviewed and recommendations made for improvement or change, if required b. Schedule is modified according to recommendations and manufacturer's/enterprise requirements
5. Maintain records	a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Competence must be demonstrated in the development of preventative maintenance schedules for machines and equipment used in a TCF enterprise</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work may be conducted in a large scale production or small business situation in a TCF sector</li> <li>b. The competencies apply to workplace activities associated with the development of preventative maintenance schedules required within a TCF enterprise</li> <li>c. Scheduling is undertaken in accordance with established enterprise procedures and practices and may include requirements recommended by manufacturers</li> <li>d. Work may involve individual and team related activities, and will normally relate to standard forms of preventative maintenance schedules</li> <li>e. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> <li>f. Machines/equipment may include: <ul style="list-style-type: none"> <li>f.1. any machine typically used in the TCF sector concerned</li> <li>f.2. microprocessor or computer controlled machines</li> <li>f.3. both production and facility equipment used in the enterprise</li> </ul> </li> <li>g. The competencies are applied under general guidance on progress and outcomes</li> <li>h. Knowledge and skills are applied to a wide range of tasks and/or roles</li> <li>i. The competencies are used within routines, methods and procedures</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Work instructions</li> <li>b. Manufacturer's specifications and instructions</li> <li>c. Standard forms of preventative maintenance schedules</li> <li>d. Organisation work procedures and specifications</li> <li>e. Organisational or external personnel</li> <li>f. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to in the development of preventative maintenance schedules for machines and equipment used in a TCF enterprise</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>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</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environmental legislation and regulations</li> </ul>

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

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

**LMTEMGN-08A Perform minor maintenance****Field: Engineering and Maintenance**

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

ELEMENT	PERFORMANCE CRITERIA
1. Operate machine and assess performance	<ul style="list-style-type: none"><li>a. Machine is started and stopped in accordance with manufacturer's and enterprise requirements</li><li>b. Machine operation is monitored to ensure correct procedures are assessed and product meets quality standards</li><li>c. Problem with machine is identified and reported in accordance with enterprise procedures</li></ul>
2. Rectify minor machine fault	<ul style="list-style-type: none"><li>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</li><li>b. Major machine or product faults are identified and documented in accordance with enterprise procedures, and appropriate personnel informed, as required</li><li>c. Machine maintenance records or other documentation are accurately completed where required by enterprise procedures</li></ul>
3. Clean and lubricate machine	<ul style="list-style-type: none"><li>a. The machine is cleaned in accordance with workplace requirements and schedules, and manufacturers cleaning instructions</li><li>b. The machine is lubricated in accordance with workplace requirements and schedules, and manufacturers lubricating instructions</li></ul>
4. Check machine operation	<ul style="list-style-type: none"><li>a. The machine is checked to ensure correct operation</li></ul>

## Range of Variables

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

## 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"> <li>a.1. operate machines correctly</li> <li>a.2. monitor machine performance against machine specifications</li> <li>a.3. make minor adjustments</li> <li>a.4. complete records accurately and completely</li> <li>a.5. apply workplace health and safety policies in work operations</li> </ul>
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"> <li>a.1. procedures and guidelines for safe operation of machines</li> <li>a.2. typical fault conditions and related fault finding procedures</li> <li>a.3. basic machine maintenance and repair techniques</li> <li>a.4. technical specifications manuals</li> <li>a.5. safety policies and procedures</li> <li>a.6. quality standards and procedures</li> <li>a.7. workplace reporting and recording procedures</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. assess operating performance of machine</li> <li>b.2. start and stop machines according to specifications</li> <li>b.3. monitor machine operations including machine production readings</li> <li>b.4. recognise fault conditions</li> <li>b.5. rectify minor machine faults or problems as required</li> </ul>
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"> <li>a.1. completing tasks</li> <li>a.2. identifying improvements</li> <li>a.3. applying safety precautions relevant to the task</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. security procedures</li> <li>b.5. waste, pollution and recycling management processes</li> </ul> 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. Competency 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"> <li>a. Completed work is continuously checked against workplace standards relevant to the operation being undertaken</li> <li>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</li> <li>c. Faulty pieces or final products are identified and isolated</li> <li>d. Where required, the faults and any identified causes are recorded and/or reported to the supervisor concerned in accordance with workplace procedures</li> </ul>
2. Assess quality of received component parts	<ul style="list-style-type: none"> <li>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</li> <li>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</li> <li>c. Faulty material or component parts related to the operator's work are identified and isolated</li> <li>d. Where required, the faults and any identified causes are recorded and/or reported to the supervisor concerned in accordance with workplace procedures</li> <li>e. Causes of any identified faults are identified and corrective action taken in accordance with workplace procedures</li> </ul>
3. Measure parts	<ul style="list-style-type: none"> <li>a. Materials, component parts or products are measured, as required, using the appropriate measuring instruments in accordance with workplace procedures</li> </ul>
4. Record information on production indicator	<ul style="list-style-type: none"> <li>a. Basic information on the quality and other indicators of production performance is recorded in accordance with workplace procedures</li> </ul>
5. Investigate causes of quality deviations	<ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul>

## Range of Variables

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



## Evidence Guide

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

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

## Range of Variables

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

## 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"> <li>a.1. describe specific training needs and required task skills</li> <li>a.2. outline training activities and steps</li> <li>a.3. identify resources required to support the on-the-job training activity</li> <li>a.4. gather evidence to monitor trainee's/employee's progress</li> <li>a.5. review training activity</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. report outcomes</li> </ol>
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"> <li>a.1. task skills and associated processes and standards associated with the training activity</li> <li>a.2. workplace application of the relevant skills</li> <li>a.3. evidence required to assess performance and progress</li> <li>a.4. delivery of one-the-job training</li> <li>a.5. quality assurance standards and procedures</li> <li>a.6. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> </ol> b. Underpinning skills to: <ol style="list-style-type: none"> <li>b.1. correctly use equipment and any other processes and procedures appropriate to the training activity</li> <li>b.2. communicate appropriately, consistent with the culture of the workplace and trainee/employee</li> <li>b.3. handle, ethically, performance issues</li> <li>b.4. apply language, literacy and numeracy skills suited to trainee/employee</li> <li>b.5. analyse and record results in accordance with enterprise procedures</li> <li>b.6. carry out work in accordance with OH&amp;S policies and procedures</li> </ol>
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"> <li>a.1. organising processes and resources</li> <li>a.2. interpreting training specifications</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> </ol> b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ol> 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. Competency should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge

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

## LMTHRGN-02A Work in a team environment

Field: Human Resources

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

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

## Range of Variables

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

## 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"> <li>a.1. locate, interpret and apply relevant information</li> <li>a.2. operate in a team to complete workplace activity</li> <li>a.3. work effectively with others</li> <li>a.4. convey information in written or oral form</li> <li>a.5. select and use appropriate workplace language</li> <li>a.6. follow designated work plan for the job</li> <li>a.7. apply workplace health and safety policies in work operations</li> <li>a.8. report outcomes</li> </ul>
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"> <li>a.1. operation of work systems, equipment and management, site and organisational operating procedures</li> <li>a.2. impact of job on enterprise and team and individual performance</li> <li>a.3. providing support to other team members</li> <li>a.4. modifying activities depending on team requirements and workplace contexts</li> <li>a.5. communicate appropriately, consistent with the culture of the workplace</li> <li>a.6. handle, ethically, performance issues</li> <li>a.7. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.8. carry out work in accordance with OH&amp;S policies and procedures</li> </ul>
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"> <li>a.1. establishing plans</li> <li>a.2. describing consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> 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. Competency should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge

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

## LMTHRGN-03A Participate in staffing processes

Field: Human Resources

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

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



## Range of Variables

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

## 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"> <li>a.1. identify/confirm requirements for new team position</li> <li>a.2. draft/modify job vacancy advertisement</li> <li>a.3. assist in selection processes</li> <li>a.4. arrange/conduct staff induction programs to reflect the enterprise' policy</li> <li>a.5. maintain accurate records</li> </ul>
2. Interdependent assessment of units	b. 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"> <li>a.1. applicable industrial relations and anti-discrimination legislation and codes of practice</li> <li>a.2. the significance of equal employment opportunity principles and practices for selection of staff</li> <li>a.3. literacy levels and communication skills of work group members and consequent suitable communication techniques workplace procedures and reporting/recording processes</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. ensure organisational goals related to staffing policies are maintained</li> <li>b.2. assist in following correct procedures for interviewing and selecting staff</li> <li>b.3. work individually, or under the guidance of, or as a member of a team with specialist recruitment staff or managers</li> <li>b.4. communicate effectively within the workplace and document and transfer information</li> <li>b.5. interpret and carry out established procedures</li> <li>b.6. communicate effectively with individuals, work groups and supervisors</li> <li>b.7. maintain records and document and transfer information</li> <li>b.8. interpret and carry out established procedures</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated staffing situations in a TCF context b. This includes real or simulated work areas and information on job specifications, relevant staffing procedures and industrial relations requirements, quality standards, and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. implementing staffing processes or procedures</li> <li>a.2. identifying contingencies</li> <li>a.3. completing tasks</li> <li>a.4. identifying and implementing improvements</li> <li>a.5. ensuring safety standards are followed</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. relevant policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures (where existing)</li> <li>b.5. security procedures</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

## LMTHRGN-08A Follow defined OH&amp;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	a. Hazards in the work area are recognised and reported to designated personnel according to workplace procedures b. Workplace procedures and work instructions for controlling risks are identified and followed accurately c. Workplace procedures for dealing with accidents, fire and emergencies are known and followed
2. Contribute to participative arrangements for the management of occupational health and safety	a. Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant occupational health and safety legislation b. Contributions are made to participative arrangements for occupational health and safety management in the workplace within workplace procedures and scope of responsibilities

## Range of Variables

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

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

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

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

## Field: Human Resources

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

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

## Range of Variables

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

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

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