



LMT00

Textiles, Clothing and Footwear

Training Package

Volume 7 of 19
Millinery

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

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Website: www.dest.gov.au

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Published by:	<i>TVET Australia</i> <i>Level 21/22, 390 St Kilda Rd</i> <i>Melbourne VIC 3004</i> <i>PO Box 12211 A'Beckett St PO</i> <i>Melbourne VIC 8006</i>
ABN:	99062758632
Phone:	+61 3 9832 8100
Fax:	+61 3 98328199
Email:	sales@tvetaustralia.com.au
Website:	www.tvetaustralia.com.au

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Before using this volume

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

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

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

Current version

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

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

To ensure you are complying with this requirement:

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

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

Units of competency covered in this volume

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

LMT10506 Certificate I in Headwear/Millinery

LMT20806 Certificate II in Headwear/Millinery

LMT30606 Certificate III in Headwear/Millinery

LMT40703 Certificate IV in Millinery

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'.

Headwear/Millinery Units of Competency

PRODUCT DEVELOPMENT

LMTPDHM-01A Undertake initial millinery consultation, subsequent fittings and finishing	2
LMTPDHM-02A Sketch and prepare millinery fashion designs	2
LMTPDHM-03A Make millinery patterns	2
LMTPDHM-04A Undertake couture millinery	2

PRODUCTION

LMTPRGN-12A Control production	2
LMTPRGN-15A Coordinate work of team/section	2
LMTPRGN-16A Organise and plan own work to achieve planned outcomes	2
LMTPRHM-01AA Block and shape headwear by hand – 1	2
LMTPRHM-01BA Block and shape headwear by hand – 2	2
LMTPRHM-03A Make headwear with flat pattern components	2
LMTPRHM-04A Assemble blocked headwear components	2
LMTPRHM-09A Undertake specific millinery construction techniques	2
LMTPRHM-10A Rejuvenate millinery	2

ENGINEERING

LMTEMGN-08A Perform minor maintenance	2
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QUALITY

LMTQAGN-01A Apply quality standards	2
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HUMAN RESOURCES

LMTHRGN-01A Perform one-on-one training on the job	2
LMTHRGN-02A Work in a team environment	2
LMTHRGN-08A Follow defined OH&S policies and procedures	2

SALES AND MARKETING

LMTSMHM-01A Present and display millinery	2
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PURCHASING

LMTPUHM-01A Manage millinery procurement and cost millinery products	2
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LMTPDHM-01A Undertake initial millinery consultation, subsequent fittings and finishing

Field: Product Development

This unit covers the interpersonal and technical skills required to conduct initial client assessment to determine client needs and expectations, and provide subsequent fittings to ensure client satisfaction. It encompasses skills required to prepare the finished product for presentation to the client.

ELEMENT	PERFORMANCE CRITERIA
1. Establish client needs and expectations	<ul style="list-style-type: none"> a. Interpersonal skills are used to greet client and establish initial millinery needs b. The millinery process is explained to client c. Client is encouraged to express and clarify requirements and expectations, including priorities, preferences, budget and timelines d. Agreement to continue with millinery service is obtained
2. Conduct initial millinery consultation	<ul style="list-style-type: none"> a. Client facial features are assessed, including shape and hairstyle b. Intended use of millinery product is ascertained c. Materials, styles and millinery features are discussed with the client d. Millinery models are used to demonstrate different millinery styles e. Cost estimates are discussed with the client f. Size requirements are recorded
3. Make style recommendations	<ul style="list-style-type: none"> a. Total look styling concepts are used to assess client profile and make recommendations b. Style recommendations are discussed and negotiated with the client c. Professional judgment and interpersonal skills are used to make recommendations d. Style options are provided if necessary
4. Confirm millinery order	<ul style="list-style-type: none"> a. Millinery style, materials, features and costs are agreed upon with client b. Patterns and sketches are provided to assist client if required c. Order is confirmed according to organisational procedures d. Fittings, timelines and payment are arranged e. Sizing systems and principles are applied to head measurements
5. Conduct fittings	<ul style="list-style-type: none"> a. Headwear is professionally presented to the client b. Construction progress is discussed with client c. Millinery fitting is provided and discussed d. Adjustments and modifications to the design are negotiated
6. Finish headwear and present to client	<ul style="list-style-type: none"> a. Requirements for finishing the headwear are confirmed to ensure defined standards are met b. Headwear is labelled and elastic attached as required c. Headwear is finished for presentation by brushing, steaming or pressing, as necessary d. Final inspection is conducted to ensure conformance to quality and safety standards
7. Maintain records	<ul style="list-style-type: none"> a. Finished article and conformance records and reports are accurately maintained according to workplace procedures b. Client records are maintained according to workplace procedures
8. Work to quality and safety standards	<ul style="list-style-type: none"> a. Workplace quality standards and procedures for specific task are identified b. Work is conducted to meet workplace quality standards c. OH&S standards and guidelines for the specific task are identified d. Work task is conducted according to OH&S guidelines

Range of Variables

VARIABLE	SCOPE
1. Unit scope	a. Work involves all service interaction with clients, including interviewing, assessing needs and expectations, making recommendations, fitting items and maintaining documentation
2. Unit context	a. OH&S requirements include legislation, manual handling procedures b. Work is carried out in accordance with legislative and regulatory obligations, industrial agreements, workplace practice and organisation insurance requirements c. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the delivery of millinery service d. Work may be conducted in an individual or team work environment
3. Relevant legislation and regulations may include	a. State/Territory/Federal legislation b. Regulations, industry codes of practice, standards and guidelines, policies, procedures and protocols in regard to the provision of millinery products and services c. OH&S legislation d. Trading practices e. Worker's compensation legislation f. Privacy legislation g. Taxation legislation h. Environment protection legislation
4. Interpersonal skills may include	a. Use of appropriate language b. Use of appropriate non-verbal skills c. Listening skills d. Establishing rapport e. Asking questions f. Answering questions g. Negotiation
5. Intended use of millinery product may include	a. To wear to specific event b. To complement other clothing or accessories c. To achieve specific effect
6. Total look styling concepts include	a. Complement to clothing, personal style and physical features
7. Sizing systems and principles may include	a. Head is measured using metric or imperial measuring equipment according to enterprise procedures b. Head measurement is related to enterprise, national or international sizing systems for headwear
8. Workplace procedures may include	a. Use and processing of order forms and documents b. Documentation provided to client c. Inclusion of all required details for order d. Communication of process
9. Occupational health and safety standards and guidelines may include	a. Ergonomic standards b. Guidelines for the use of equipment c. Workplace work and reporting procedures d. Legislative guidelines

Evidence Guide

1. Critical aspects of evidence	<ul style="list-style-type: none"> a. Client needs and expectations are accurately interpreted b. Relevant and accurate millinery advice is provided c. Props are used to establish client needs d. Effective interpersonal skills are used to provide consultation e. Order and price is negotiated with client f. Client order is confirmed g. Fitting is conducted and required adjustments accurately identified h. Headwear is finished according to workplace standards and client requirements i. Completed item is presented to client j. Quality and OH&S standards are met k. Client details are recorded according to workplace procedure l. Client satisfaction is the objective of interaction and millinery production
2. Underpinning knowledge	<ul style="list-style-type: none"> a. Millinery policies, standards and guidelines, industry codes of practice, legislative and regulatory requirements b. Industry, workplace and product processes c. A range of textiles and materials, including their composition and the stretch quality of fabrics d. Millinery production tools and equipment e. Millinery pricing f. Information required for complete consultation g. Style options, fashion trends and total look concepts h. Protocol regarding headwear and dress style for specific occasions i. Millinery manufacture techniques j. Interpret and apply established procedures k. Document, assess and transfer information
3. Underpinning skills	<ul style="list-style-type: none"> a. Selecting appropriate materials b. Suggesting appropriate styles and making recommendations c. Using high-level interpersonal skills d. Assessing client expectation and satisfaction e. Interpreting and apply established procedures f. Documenting, assessing and transferring information g. Providing high-level customer service for fittings h. Finishing headwear according to client requirements i. Presenting headwear to clients j. Confirming and complete millinery sale
4. Context of assessment	<ul style="list-style-type: none"> a. This unit of competency has no prerequisites and could be assessed on its own or in combination with other units relevant to the job function b. Evidence may be gathered in different situations, including: <ul style="list-style-type: none"> b.1. on- or off-the-job assessment b.2. placement in an enterprise b.3. use of simulated work environment b.4. flexible delivery methods b.5. Recognition of Prior Learning, Recognition of Current Competencies (in skill areas where there has been no significant change to work practice in recent times) c. Evidence gathering methods may include: <ul style="list-style-type: none"> c.1. work-play performance c.2. role-play/simulation c.3. projects/assignments c.4. customer feedback and documentation c.5. questioning and observation c.6. millinery materials and equipment c.7. access to customers c.8. models and props c.9. relevant safety information c.10. quality standards c.11. procedures or information associated with organisation or customer requirements
5. Resource implications	<ul style="list-style-type: none"> a. Millinery materials and equipment b. Access to customers c. Models and props d. Relevant safety information e. Quality standards f. Procedures or information associated with organisation or customer requirements

Evidence Guide

6. Consistency in performance
- a. Applies underpinning knowledge and skills when:
 - a.1. planning and organising work
 - a.2. interpreting work specifications and patterns
 - a.3. describing consequences
 - a.4. completing tasks
 - a.5. identifying improvements
 - a.6. applying safety precautions relevant to the task
 - a.7. assessing operational capability of specified equipment used and work processes
 - b. Shows evidence of application of relevant workplace procedures, including:
 - b.1. hazard policies and procedures, including codes of practice
 - b.2. job procedures and work instructions
 - b.3. quality procedures
 - b.4. waste, pollution and recycling management processes
 - c. Takes action promptly, reports accidents and incidents 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. Completes work systematically with attention to detail without damage to goods, equipment or personnel

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

LMTPDHM-02A Sketch and prepare millinery fashion designs

Field: Product Development

This unit covers the competency required to sketch initial hat designs and develop detailed designs in order to confirm client order and determine construction requirements. It encompasses design and drawing skills.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to illustrate millinery designs	<ul style="list-style-type: none"> a. Millinery designs and shapes to be illustrated are selected b. Sketching materials are obtained c. Sketching objectives are explained to the client
2. Sketch millinery designs	<ul style="list-style-type: none"> a. Millinery sketch is produced in 3 dimensional format b. Millinery sketch depicted in correct proportion to the head and body c. Front, back and side views are sketched d. Details of complex designs are sketched e. Alternative sketches are provided if necessary f. Features of sketch are explained
3. Prepare millinery designs	<ul style="list-style-type: none"> a. Detailed production sketch is developed b. Production sketch includes construction details c. Relationship to hair, figure, face and garment style are considered in the design of millinery d. Material selected has appropriate characteristics for millinery design e. Combination of materials selected are appropriate for millinery design f. Alternatives are experimented with and researched if necessary
4. Work to quality and safety standards	<ul style="list-style-type: none"> a. Workplace quality standards and procedures for specific task are identified b. Work is conducted to meet workplace quality standards c. OH&S standards and guidelines for the specific task are identified d. Work task is conducted according to OH&S guidelines

Range of Variables

VARIABLE	SCOPE
1. Unit scope	a. Work involves identifying design requirements and developing detailed sketches and designs to meet quality and client requirements
2. Unit context	a. OH&S requirements include legislation, manual handling procedures b. Work is carried out in accordance with legislative and regulatory obligations, industrial agreements, workplace practice and organisation insurance requirements c. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the production of millinery designs d. Work may be conducted in an individual or team work environment
3. Relevant legislation and regulations may include	a. State/Territory/Federal legislation b. Regulations, industry codes of practice, standards and guidelines, policies, procedures and protocols in regard to the provision of millinery products and services c. OH&S legislation d. Trading practices e. Worker's compensation legislation f. Privacy legislation g. Taxation legislation h. Environment protection legislation
4. Sketching objectives may include	a. Involve client in design b. Discuss and explain design features c. Illustrate proposed design d. Check understanding of client needs e. Explore design options f. Feature millinery with other garments and accessories g. Explore total look with client
5. Features of sketch may include	a. Alternative views b. Relation to head and body c. Design options d. Colour e. Historical significance
6. Detailed production sketch may include	a. Colour and size b. Materials c. Measurements d. Special features and accessories e. Shape details
7. Appropriate characteristics may include	a. Texture b. Manipulation properties c. Compatibility with other materials d. Working characteristics
8. Occupational health and safety standards and guidelines may include	a. Ergonomic standards b. Guidelines for the use of equipment c. Workplace work and reporting procedures d. Legislative guidelines

Evidence Guide

1. Critical aspects of evidence	<ul style="list-style-type: none"> a. Quality millinery sketches are provided to meet design requirements b. Sketch features are explained c. Detailed construction design is prepared d. Construction requirements are identified in design e. Three-dimensional sketches are prepared f. Designs are appropriately proportioned g. Sketch designs include head, body and garment illustrations h. Quality and OH&S standards are met
2. Underpinning knowledge	<ul style="list-style-type: none"> a. Millinery policies, standards and guidelines, industry codes of practice, legislative and regulatory requirements b. Industry, workplace and product processes c. A range of textiles and materials, including their composition and the stretch quality of fabrics d. Standard and non-standard millinery shapes and designs e. Millinery accessories f. Appropriate detail required for sketches g. Style options h. Total look concepts i. Current fashions j. Dress styles for specific occasions k. Detail requirement for designs l. Historical context of millinery requirements
3. Underpinning skills	<ul style="list-style-type: none"> a. Selecting appropriate materials b. Sketching a range of styles c. Suggesting appropriate styles d. Drawing three-dimensional sketches e. Applying attention to detail
4. Context of assessment	<ul style="list-style-type: none"> a. This unit of competency has no prerequisites and could be assessed on its own or in combination with other units relevant to the job function b. Evidence may be gathered in different situations, including: <ul style="list-style-type: none"> b.1. on- or off-the-job assessment b.2. placement in an enterprise b.3. use of simulated work environment b.4. flexible delivery methods b.5. Recognition of Prior Learning, Recognition of Current Competencies (in skill areas where there has been no significant, recent change to work practice) c. Evidence gathering methods may include: <ul style="list-style-type: none"> c.1. simulation c.2. projects/assignments c.3. sketches and designs c.4. questioning and observation
5. Resource implications	<ul style="list-style-type: none"> a. Millinery materials and equipment b. Access to customers c. Models and props d. Relevant safety information e. Quality standards f. Procedures or information associated with organisation or customer requirements

Evidence Guide

6. Consistency in performance
- a. Applies underpinning knowledge and skills when:
 - a.1. planning and organising work
 - a.2. interpreting work specifications and patterns
 - a.3. describing consequences
 - a.4. completing tasks
 - a.5. identifying improvements
 - a.6. applying safety precautions relevant to the task
 - a.7. assessing operational capability of specified equipment used and work processes
 - b. Shows evidence of application of relevant workplace procedures, including:
 - b.1. hazard policies and procedures, including codes of practice
 - b.2. job procedures and work instructions
 - b.3. quality procedures
 - b.4. waste, pollution and recycling management processes
 - c. Takes action promptly, reports accidents and incidents 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. Completes work systematically with attention to detail without damage to goods, equipment or personnel

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

LMTPDHM-03A Make millinery patterns

Field: Product Development

This unit covers the competency to develop patterns to create individual hats. It encompasses skills and knowledge in design and construction required to make patterns that meet specified design requirements.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm millinery requirements	<ul style="list-style-type: none"> a. Millinery order specifications are checked for completion and accuracy b. Design and construction specifications are interpreted and clarified according to workplace procedures c. Design lines and features are identified d. Headwear sizing systems and principles are applied d. Appropriate pattern making method is determined e. Trims, finishings and fabric/material characteristics and performance are considered in relation to the design f. Further detail is obtained if necessary
2. Prepare for millinery pattern making	<ul style="list-style-type: none"> a. Equipment and materials for pattern making are obtained and prepared b. Suitable pattern templates are obtained if appropriate c. Construction requirements are explored and tested if necessary d. Steps required to create new pattern are determined
3. Produce millinery pattern	<ul style="list-style-type: none"> a. Precise design specifications are used as pattern instruction e. Pattern making principles are applied f. Pattern construction methods are applied g. Pattern is made by applying the determined technique/s with consideration for cost efficiencies h. Pattern pieces are checked for accuracy to include: <ul style="list-style-type: none"> h.1. Seam allowance and seam match h.2. Pattern shape h.3. Notching
4. Test millinery patterns	<ul style="list-style-type: none"> a. Prototype/toile is marked out and cut with consideration to fabric cost efficiencies b. Prototype/toile is assembled to test feasibility c. Effect of grainline on material usage, silhouette and handling is determined d. Construction problems are identified and where relevant, alternative constructions recommended e. Pattern adjustments are made as required, and alterations carried out to meet fitting requirements f. Final patterns are tested for compliance to design criteria and specifications, and to assess accuracy and completeness g. Final patterns are labelled and notched
5. Record design specifications	<ul style="list-style-type: none"> a. Customer and/or design requirements are established and entered on specification sheet b. Material/fabric usage is estimated and recorded c. Labour time is recorded d. Accurate records are maintained according to workplace procedures e. Patterns are filed according to workplace procedures
6. Work to quality and safety standards	<ul style="list-style-type: none"> a. Workplace quality standards and procedures for specific task are identified b. Work is conducted to meet workplace quality standards c. OH&S standards and guidelines for the specific task are identified d. Work task is conducted according to OH&S guidelines

Range of Variables

VARIABLE	SCOPE
1. Unit scope	a. Work involves confirming design requirements, developing and testing patterns and recording pattern specifications
2. Unit context	a. OH&S requirements include legislation, manual handling procedures b. Work is carried out in accordance with legislative and regulatory obligations, industrial agreements, workplace practice and organisation insurance requirements c. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the development of millinery patterns d. Work may be conducted in an individual or team work environment
3. Relevant legislation and regulations may include	a. State/Territory/Federal legislation b. Regulations, industry codes of practice, standards and guidelines, policies, procedures and protocols in regard to the provision of millinery products and services c. OH&S legislation d. Trading practices e. Worker's compensation legislation f. Privacy legislation g. Taxation legislation h. Environment protection legislation
4. Millinery order specifications may include	a. Colour b. Size c. Materials d. Measurements e. Special features and accessories f. Shape details
5. Sizing systems and principles may include	a. Head is measured using metric or imperial measuring equipment according to enterprise procedures b. Head measurement is related to enterprise, national or international sizing systems for headwear c. Head size is applied to pattern making procedure
6. Pattern making principles may include	a. Cut and spread b. Pivoting c. Square blocking d. Contour sectioning e. Innovative techniques
7. Pattern construction methods may include	a. Determining head size b. Radius constructions c. Berets d. Brims e. Side bands f. Tips g. Collar method for brims h. Simple sectioned crowns and berets i. Linings
8. Design and construction specifications may include	a. Material combinations b. Variations to shape c. Additional features d. Method of construction e. Use of wire f. Use of trims
9. Construction requirements may include	a. Blocking and shaping b. Use of adhesives and joining techniques c. Sewing by machine and hand d. Cutting e. Use of flat pattern components f. Assembly of blocked headwear components
10. Occupational health and safety standards and guidelines may include	a. Ergonomic standards b. Guidelines for the use of equipment c. Workplace work and reporting procedures d. Legislative guidelines

Evidence Guide

1. Critical aspects of evidence	<ul style="list-style-type: none"> a. Millinery pattern making requirements are confirmed b. Pattern making activity is prepared according to workplace and legislative requirements c. Patterns are produced according to design requirements d. Pattern making principles and methods are applied e. Patterns are tested f. Pattern specifications are recorded
2. Underpinning knowledge	<ul style="list-style-type: none"> a. Millinery policies, standards and guidelines, industry codes of practice, legislative and regulatory requirements b. Industry, workplace and production processes c. A range of textiles and materials, including their composition and the stretch quality of fabrics d. Standard and non-standard millinery shapes and designs e. Millinery production tools and equipment f. Millinery accessories g. Pattern making requirements h. Pattern making principles i. Pattern making methods j. Pattern testing techniques
3. Underpinning skills	<ul style="list-style-type: none"> a. Managing and recording time and resource utilisation b. Applying attention to detail c. Making patterns d. Following specification details
4. Context of assessment	<ul style="list-style-type: none"> a. This unit of competency has no prerequisites and could be assessed on its own or in combination with other units relevant to the job function b. Evidence may be gathered in different situations, including: <ul style="list-style-type: none"> b.1. on- or off-the-job assessment b.2. placement in an enterprise b.3. use of simulated work environment b.4. flexible delivery methods b.5. Recognition of Prior Learning, Recognition of Current Competencies (in skill areas where there has been no significant change to work practice in recent times) c. Evidence gathering methods may include: <ul style="list-style-type: none"> c.1. simulation c.2. projects/assignments c.3. sketches and designs c.4. questioning and observation
5. Resource implications	<ul style="list-style-type: none"> a. Millinery materials and equipment, sketches and drawings b. Models and props c. Relevant safety information d. Quality standards e. Procedures or information associated with organisation or customer requirements
6. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting work specifications and patterns a.3. describing consequences a.4. completing tasks a.5. identifying improvements a.6. applying safety precautions relevant to the task a.7. assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures, including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. waste, pollution and recycling management processes c. Takes action promptly, reports accidents and incidents 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. Completes work systematically with attention to detail without damage to goods, equipment or personnel

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

LMTPDHM-04A Undertake couture millinery

Field: Product Development

This unit covers the skills required to produce one-off hats to meet specific client needs. It encompasses and builds on customer service skills to conduct thorough assessments of needs, and production skills to deliver specially made products.

ELEMENT	PERFORMANCE CRITERIA
1. Provide advanced client service	<ul style="list-style-type: none"> a. Appointment is made to provide service to client b. Client records are assessed to establish millinery service history c. High-level interpersonal skills are used to provide high level of service d. Client needs, expectations and desired effect are identified e. Client priorities, preferences, budget and time lines are identified f. Agreement to continue with millinery service is obtained g. Client records are maintained
2. Conduct initial millinery consultation	<ul style="list-style-type: none"> a. Client intended use and desired effect are confirmed b. Accompanying outfit and accessories are identified and assessed if possible, to consider in millinery design c. Millinery design is considered according to the needs, expectations and personal features of the client d. Cost estimates are discussed with the client e. Size requirements are recorded f. Client order and design specifications are confirmed
3. Use millinery props and knowledge to assist client to select design	<ul style="list-style-type: none"> a. Client is provided with high-level advice regarding the choice of millinery style b. High-level interpersonal skills are used to negotiate and advise on millinery design c. Models, sketches and examples are used to assist the client to decide on millinery styling d. Materials, styles and millinery features are discussed with the client e. Millinery models are used to demonstrate different millinery styles
4. Produce one-off hat for client	<ul style="list-style-type: none"> a. Millinery pattern is produced for client order b. Materials are sourced for client order c. Alternative materials are produced if required to achieve desired effect d. Headwear is produced according to the design specifications e. Headwear is prepared for client fitting
5. Conduct client fitting	<ul style="list-style-type: none"> a. Appointment is made for client fitting b. Opportunity to fit headwear with clothing and accessories, is provided if required c. High-level interpersonal skills are used to assist client to review headwear and decide on modifications d. Trims, additional and alternative features are provided for consideration e. Required modifications to headwear are confirmed f. Client concerns are addressed and resolved when possible
6. Finish headwear and present to client	<ul style="list-style-type: none"> a. Headwear is finished according to design specifications and modifications b. Headwear is finished for presentation by brushing, steaming or pressing, as necessary c. Appointment is made for final presentation to the client d. Final inspection is conducted to ensure conformance to client needs and expectations, and workplace quality standards e. High-level interpersonal skills are used to ensure client satisfaction as much possible
7. Maintain Records	<ul style="list-style-type: none"> a. Finished article and conformance records and reports are accurately maintained according to workplace procedures b. Detailed client records are maintained according to workplace procedures
8. Work to quality and safety standards	<ul style="list-style-type: none"> a. Workplace quality standards and procedures for specific task are identified. b. Work is conducted to meet workplace quality standards. c. Occupational health and safety standards and guidelines for the specific task are identified. d. Work tasks is conducted according to occupational health and safety guidelines.

Range of Variables

VARIABLE	SCOPE
1. Unit scope	a. Work involves interviewing customers, making recommendations, assessing needs and expectations, designing and producing one-off millinery items, fitting and finishing items to customer satisfaction
2. Unit context	a. OH&S requirements include legislation, manual handling procedures b. Work is carried out in accordance with legislative and regulatory obligations, industrial agreements, workplace practice and organisation insurance requirements c. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the establishment and delivery of millinery orders d. Work may be conducted in an individual or team work environment e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data g. Responsibility is taken for the maintenance of own work quality and requirement to contribute to the quality improvement of organisation, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
3. Relevant legislation and regulations may include	a. State/Territory/Federal legislation b. Regulations, industry codes of practice, standards and guidelines, policies, procedures and protocols in regard to the provision of millinery products and services c. OH&S legislation d. Trading practices e. Worker's compensation legislation f. Privacy legislation g. Taxation legislation h. Environment protection legislation
4. High-level interpersonal skills may include	a. Use of language appropriate to client and level of service being provided b. Use of appropriate non-verbal skills c. Listening skills d. Establishing rapport e. Asking questions f. Answering questions g. Negotiation h. Sensitivity to client sensitivities i. Ability to interpret outcome vision j. Ability to assess and interpret desired impact k. Sensitivity to client advice needs l. Ability to work with client expectations
5. Desired effect may include	a. High impact b. Subtle c. Stylish d. Humorous e. Glamorous f. Subdued
6. Intended use of millinery product may include	a. To wear to specific event b. To complement other clothing or accessories c. To achieve specific effect
7. Workplace procedures may include	a. Use and processing of order forms and documents b. Documentation provided to client c. Inclusion of all required details for order d. Communication of process e. Documentation on client records
8. Occupational health and safety standards and guidelines may include	a. Ergonomic standards b. Guidelines for the use of equipment c. Workplace work and reporting procedures d. Legislative guidelines
9. High-level advice may include	a. Recommendations on ways to complement clothing, personal style and physical features b. Current and emerging fashions c. Suitability of millinery and clothing to particular events and occasions d. Millinery protocol e. Care of headwear

Evidence Guide

1. Critical aspects of evidence	<ul style="list-style-type: none"> a. Client needs, expectations and desired outcome are accurately identified b. High-level and relevant millinery advice is provided c. Millinery props and resources are effectively used to establish client needs d. Effective and professional interpersonal skills are used to establish relationship with the client and provide high-level, individualised customer service e. Order details and price are effectively negotiated with the client f. Millinery fitting is conducted and required adjustments are identified g. Headwear is finished according to workplace standards and client requirements h. Completed item is presented to the client i. OH&S guidelines are followed throughout production of millinery items j. Client details are recorded according to workplace procedure k. Client satisfaction is the objective of interaction and millinery production
2. Underpinning knowledge	<ul style="list-style-type: none"> a. Millinery policies, standards and guidelines, industry codes of practice, legislative and regulatory requirements b. A wide range of textiles and materials, including their composition and the stretch quality of fabrics c. Industry, workplace and product processes d. Millinery production tools and equipment e. Millinery pricing f. Information required for complete consultation g. Style options, fashion trends and total look concepts h. Protocol regarding headwear and dress style for specific occasions i. Millinery manufacture techniques
3. Underpinning skills	<ul style="list-style-type: none"> a. Pricing millinery items b. Selecting appropriate materials c. Suggesting appropriate styles d. Using high-level interpersonal skills e. Assessing client expectation and satisfaction f. Interpreting and applying established procedures g. Documenting, assessing and transferring information h. Sketching designs to portray images to clients i. Making millinery patterns for one-off items j. Making individual hats according to specific client requirements k. Providing high-level customer service for fittings l. Finishing headwear according to client requirements m. Presenting headwear to clients n. Negotiating price and confirming millinery sale
4. Context of assessment	<ul style="list-style-type: none"> a. This unit of competency has no prerequisites and could be assessed on its own or in combination with other units relevant to the job function b. Evidence may be gathered in different situations, including: <ul style="list-style-type: none"> b.1. on-and off-the-job assessment b.2. placement in an enterprise b.3. use of simulated work environment b.4. flexible delivery methods b.5. Recognition of Prior Learning, Recognition of Current Competencies (in skill areas where there has been no significant change to work practice in recent times) c. Evidence gathering methods may include: <ul style="list-style-type: none"> c.1. work-play performance c.2. role-play c.3. simulation c.4. projects/assignments c.5. customer feedback c.6. customer documentation c.7. questioning c.8. observation
5. Resource implications	<ul style="list-style-type: none"> a. Millinery materials and equipment b. Access to customers c. Models and props d. Relevant safety information e. Quality standards f. Procedures or information associated with organisation or customer requirements

Evidence Guide

6. Consistency in performance
- a. Applies underpinning knowledge and skills when:
 - a.1. planning and organising work
 - a.2. interpreting work specifications and patterns
 - a.3. describing consequences
 - a.4. completing tasks
 - a.5. identifying improvements
 - a.6. applying safety precautions relevant to the task
 - a.7. assessing operational capability of specified equipment used and work processes
 - b. Shows evidence of application of relevant workplace procedures, including:
 - b.1. hazard policies and procedures, including codes of practice
 - b.2. job procedures and work instructions
 - b.3. quality procedures
 - b.4. waste, pollution and recycling management processes
 - c. Takes action promptly, reports accidents and incidents 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. Completes work systematically with attention to detail without damage to goods, equipment or personnel

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. organise machine operations, staff and production processes a.2. meet production processes efficiency standards a.3. implement appropriate ways of correcting non-compliance and inefficiencies a.4. apply techniques to monitor production work a.5. monitor changes to production processes a.6. apply workplace health and safety policies in work operations a.7. check production outputs against specifications a.8. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. production and work flow system in the enterprise a.2. factors/constraints that impact on effective work flow a.3. ways of controlling factors and constraints a.4. cost effective work methods to achieve production objectives and timelines a.5. methods for monitoring and controlling the use of resources a.6. quality assurance standards and procedures a.7. relevant OH&S legislation, codes of practice, policies and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. develop workflow plans b.2. schedule and prioritise resources (machines, staff, materials and production processes) b.3. clarify and communicate tasks, roles and responsibilities b.4. allocate work for operators/team members b.5. identify and report problems with workflow b.6. establish, maintain and update monitoring procedures b.7. identify and interpret product specifications b.8. set and adjust machines in accordance with enterprise procedures b.9. select, organise and weigh raw materials b.10. analyse and record results in accordance with enterprise procedures b.11. carry out work in accordance with OH&S policies and procedures
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving the monitoring of production, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising production processes and resources a.2. interpreting work specifications a.3. describing consequences a.4. completing tasks a.5. identifying improvements a.6. applying safety precautions relevant to the task a.7. assessing operational capacity of equipment/machines used in production processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment b. Competence should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge

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

LMTPRGN-15A Coordinate work of team/section

Field: Production

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

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

Range of Variables

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

Evidence Guide

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

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

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

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Confirm and interpret work requirements	a. Work requirements are confirmed with relevant personnel b. Work requirements are interpreted in accordance with workplace procedures
2. Develop personal work plan	a. The steps required to complete the work are identified and confirmed with other personnel b. Quality requirements of the client organisation are confirmed and interpreted c. Critical deadlines, outcome objectives and sequence of operations are established and documented in accordance with workplace procedures
3. Communicate with relevant personnel	a. Relevant personnel in the client organisation are identified and contacted b. Operation plan is confirmed or altered in accordance with workplace procedures
4. Access resources	a. Specified resources are identified and accessed in accordance with workplan
5. Coordinate work	a. Work assessed in accordance with planned steps and quality criteria b. Work is regularly checked against specifications, established deadlines and identified quality standards and action is taken to rectify work which is not in accordance with requirements c. Problems are identified and investigated in accordance with workplace procedures d. Problems are rectified or reported in accordance with workplace procedures
6. Keep records of work	a. Record system is established in accordance with workplace requirements b. Records are kept in accordance with record system procedures
7. Implement workplace health and safety practices	a. Workplace health and safety precautions and procedures are identified and followed b. Action is taken in accordance with workplace procedures to prevent accidents and to eliminate risks to personal safety

Range of Variables

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

Evidence Guide

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

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

LMTPRHM-01AA Block and shape headwear by hand – 1

Field: Production

This unit covers the skills required to perform basic blocking and shaping processes of headwear using manual operations, it includes selecting and/or modifying the block where applicable.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm design	a. Blocking and shaping requirements are confirmed to ensure correct design application
2. Obtain and prepare materials	a. Selected materials are assembled in readiness for preparation process b. Materials are prepared in readiness for shaping the hat, including stiffening if required
3. Select and/or modify the block	a. Block is selected to suit design b. Block is adapted, where necessary, to ensure correct application
4. Block the hat by hand	a. Fibre/material is prepared and processed over steam vent ensuring safe processes are followed b. Hood is pre-blocked to pre-stretch the fibres, if required c. Final blocking is performed to shape the secondary components, including brim, collar line or to obtain particular indentation d. Hood is allowed to dry on the block, either naturally or by artificial means e. Stiffening is added to the hat, where required, before being removed

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Competence must be demonstrated in working to defined procedures/methods either individually or in team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to steam, chemicals, dangerous or hazardous substances c. Hood can refer to: <ul style="list-style-type: none"> c.1. capeline c.2. half capeline c.3. flair c.4. bell cone c.5. bucket d. Blocking processes will vary to reflect quality requirements of individual hats or volume production and may involve the use of: <ul style="list-style-type: none"> d.1. millinery steamer or kettle d.2. hot block d.3. dry hand-iron/wet cloth method or other similar techniques e. Machines and equipment may include: <ul style="list-style-type: none"> e.1. block e.2. steamer e.3. pins e.4. cord e.5. hot block e.6. iron e.7. hat stretcher e.8. cutting tools f. Type, number and/or range of machines/equipment used may vary depending on enterprise requirements g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Requisition dockets, tags or other identification b. Organisation work orders c. Organisational or external personnel d. Order forms e. Transfer documentation f. Quality and Australian standards and procedures g. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to manual operations of blocking and shaping headwear b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe application of steam d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. prepare and handle materials a.2. use blocks appropriately a.3. operate machines/equipment, including steam equipment, which are relevant to the competency and used within the enterprise a.4. recognise non-conforming outcomes
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. quality standards a.4. safety and environmental aspects related to equipment operation a.5. workplace procedures a.6. reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. manipulate materials to produce required shapes b.2. apply the quality requirements for each stage of the process b.3. communicate effectively within the workplace b.4. interpret and apply established procedures b.5. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, sketch/drawing, materials, equipment, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment, e.g. steam equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on-the-job or in an appropriately simulated workplace

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

LMTPRHM-01BA Block and shape headwear by hand – 2

Field: Production

This unit covers the skills required to perform blocking and shaping processes of headwear using manual operations, it includes selecting and/or modifying the block where applicable.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret and confirm design	<ul style="list-style-type: none"> a. Design sketch or drawing is interpreted for process requirements b. Blocking and shaping requirements are confirmed to ensure correct design application
2. Obtain and prepare materials	<ul style="list-style-type: none"> a. Materials required for the design are appropriately selected b. Selected materials are assembled in readiness for preparation process c. Materials are prepared in readiness for shaping the hat, including stiffening if required
3. Select and/or modify the block	<ul style="list-style-type: none"> a. Block is selected to suit design b. Block is adapted, where necessary, to ensure correct application
4. Block the hat by hand	<ul style="list-style-type: none"> a. Fibre/material is prepared and processed over steam vent ensuring safe processes are followed b. Hood is pre-blocked to pre-stretch the fibres, if required c. Final blocking is performed to shape the secondary components, including brim, collar line or to obtain particular indentation d. Hood is allowed to dry on the block, either naturally or by artificial means e. Stiffening is added to the hat, where required, before being removed

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to steam, chemicals, dangerous or hazardous substances c. Hood can refer to: <ul style="list-style-type: none"> c.1. capeline c.2. half capeline c.3. flair c.4. bell cone c.5. bucket d. Blocking processes will vary to reflect quality requirements of individual hats or volume production and may involve the use of: <ul style="list-style-type: none"> d.1. millinery steamer or kettle d.2. hot block d.3. dry hand-iron/wet cloth method or other similar techniques e. Machines and equipment may include: <ul style="list-style-type: none"> e.1. block e.2. steamer e.3. pins e.4. cord e.5. hot block e.6. iron e.7. hat stretcher e.8. cutting tools f. Type, number and/or range of machines/equipment used may vary depending on enterprise requirements g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Requisition dockets, tags or other identification b. Organisation work orders c. Organisational or external personnel d. Order forms e. Transfer documentation f. Quality and Australian standards and procedures g. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to manual operations of blocking and shaping headwear b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe application of steam d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. interpret designs a.2. prepare and handle a variety of materials a.3. use blocks appropriately a.4. operate machines/equipment, including steam equipment, which are relevant to the competency and used within the enterprise a.5. recognise non-conforming outcomes
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. a range of textiles and materials, including their composition and effects of temperature and steam a.4. the stretch quality of fabrics a.5. quality standards a.6. safety and environmental aspects related to equipment operation a.7. workplace procedures a.8. reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. select appropriate materials b.2. manipulate materials to produce required shapes b.3. apply the quality requirements for each stage of the process b.4. communicate effectively within the workplace b.5. interpret and apply established procedures b.6. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, sketch/drawing, materials, equipment, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment, e.g. steam equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace

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

LMTPRHM-03A Make headwear with flat pattern components

Field: Production

This unit covers the skills required to perform the tasks associated with making copy headwear by flat pattern. It involves the use of non-critical fabrics including natural and synthetic materials.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm pattern requirements	a. Pattern requirements for the headwear are confirmed in accordance with enterprise procedures
2. Prepare materials	a. Materials required for the headwear are suitably prepared for use b. Pattern is checked to confirm sizing c. Minor adjustments are made to the pattern, where required d. Fabric/material is checked for faults to ensure conformance to standards e. Fabric/material is laid-up for cutting, as required
3. Cut material/fabric to pattern	a. Cutting tools and/or equipment, appropriate for the fabric, are selected b. Laid-up material/fabric is cut to meet the pattern specifications c. Cut work is inspected to ensure conformance to work specification d. Faults are rectified and/or reported, where required, in accordance with enterprise procedures
4. Fuse and/or sew headwear	a. Headwear pieces are matched and sewn or fused to meet the requirements of the pattern specifications b. Machine operation is assessed in accordance with enterprise and safety procedures c. Sewn or fused pieces are inspected for quality and conformance to specifications d. Faults are identified and appropriate action taken to ensure quality standards are met, where required e. Recording and reporting is undertaken in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to sharp objects/cutting tools, steam, chemicals, dangerous or hazardous substances c. Materials/fabrics refer to the use of non-critical fabrics and may include: <ul style="list-style-type: none"> c.1. natural materials c.2. synthetic materials d. Use of cutting tools/equipment may involve: <ul style="list-style-type: none"> d.1. selection d.2. application/cutting d.3. handling d.4. maintenance d.5. storing e. Machines and equipment may include, but are not limited to: <ul style="list-style-type: none"> e.1. standard sewing machine e.2. overlocker e.3. steamer e.4. iron e.5. press e.6. hot glue gun e.7. scissors e.8. measuring tools f. Type, number and/or range of machines/equipment used may vary depending on enterprise requirements g. Data recording may include: <ul style="list-style-type: none"> g.1. keyboard g.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Requisition dockets, tags or other identification b. Organisation work orders c. Pattern instructions and standards d. Organisational or external personnel e. Order forms f. Transfer documentation g. Quality and Australian standards and procedures h. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to making copy headwear by flat pattern b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe application of steam d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include basic data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. prepare and handle materials a.2. use cutting tools/equipment to cut fabric a.3. operate machines/equipment which are relevant to the competency and used within the enterprise a.4. recognise non-conforming outcomes
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment a.3. a basic knowledge of materials and their application in headwear manufacture, including their composition and effects of temperature and steam a.4. pattern sizing and adjustment a.5. inspection and checking procedures a.6. quality standards a.7. safety and environmental aspects related to equipment operation a.8. workplace and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. use patterns to set out and cut materials b.2. visualise the finished product b.3. safely use cutting implements and sewing machines b.4. identify non-conforming materials or components b.5. assemble pieces to produce headwear b.6. apply the quality requirements for each stage of the process b.7. communicate effectively within the workplace b.8. interpret and apply established procedures b.9. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, pattern requirements, materials, equipment, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing consequences a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task a.6. assessing operational capability of equipment used and processes selected b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of equipment, e.g. steam equipment, sewing machines, cutting equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on-the-job or in an appropriately simulated workplace

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

LMTPRHM-04A Assemble blocked headwear components

Field: Production

This unit covers the skills required to perform the tasks associated with assembling blocked headwear components. It also involves the preparation of components.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm assembly requirements	a. Requirements for the headwear component assembly are confirmed in accordance with enterprise procedures
2. Prepare components for assembly	a. Headwear components to be used are obtained b. Components are pinned, tacked or otherwise prepared for assembly
3. Assemble the components	a. Components are sewn by hand/or machine or glued together to ensure conformance to design requirements b. Assembled components are inspected to ensure enterprise quality standards are met c. Non-conformance to standards are identified d. Faults are reported and/or recorded, where required, in accordance with enterprise procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work is performed under some supervision, generally within a team environment b. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work conducted in operational workplaces where adequate ventilation, lighting and other relevant OH&S requirements are applied b. Exposure to steam, chemicals, dangerous or hazardous substances c. Assembly of headwear components may include: <ul style="list-style-type: none"> c.1. woven straw c.2. straw braid c.3. fabrics c.4. fur c.5. skin c.6. felt d. Machines and equipment may include: <ul style="list-style-type: none"> d.1. standard sewing machine d.2. overlocker d.3. hot glue gun d.4. wiring machine d.5. iron d.6. steamer e. Type, number and/or range of machines/equipment used may vary depending on enterprise requirements f. Data recording may include: <ul style="list-style-type: none"> f.1. keyboard f.2. manual recording applications
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Requisition dockets, tags or other identification b. Organisation work orders c. Assembly instructions and standards d. Organisational or external personnel e. Order forms f. Transfer documentation g. Quality and Australian standards and procedures h. Customer/s
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to assembling blocked headwear components b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice involving the safe application of steam d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate skills and knowledge to: <ol style="list-style-type: none"> prepare components/materials for assembly assemble the components/materials operate machines/equipment, including heat and steam equipment, which are relevant to the competency and used within the enterprise recognise non-conforming outcomes
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> relevant OH&S legislation, codes of practice, policies and procedures industry and product processes and equipment a basic knowledge of materials and their application in headwear manufacture, including their composition and effects of temperature and steam assembly or attachment methods inspection and checking procedures quality standards safety and environmental aspects related to equipment operation workplace procedures reporting procedures b. Underpinning skills to: <ol style="list-style-type: none"> determine and/or apply the correct sequence of assembly select and use a variety of attachment methods visualise the finished product identify non-conforming materials or components apply the quality requirements for each stage of the process communicate effectively within the workplace interpret and apply established procedures document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, components, equipment, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> establishing plans describing consequences completing tasks identifying improvements applying safety precautions relevant to the task assessing operational capability of equipment used and processes selected b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> hazard policies and procedures, including codes of practice issue resolution procedures job procedures and work instructions quality procedures (where existing) security procedures waste, pollution and recycling management processes relevant guidelines relating to the safe use of equipment, e.g. steam equipment, sewing machines c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on-the-job or in an appropriately simulated workplace

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

LMTPRHM-09A Undertake specific millinery construction techniques

Field: Production

This unit covers a range of construction skills specific to millinery using wire, blocks, less common materials and shapes and a range of joining techniques to develop fashion hats and headwear. It encompasses skills and knowledge in general millinery construction techniques.

ELEMENT	PERFORMANCE CRITERIA
1. Use advanced wire shaping techniques	a. Wire is effectively manipulated to create foundations for closed headwear, tiaras and abstract shapes as required b. Wire is joined, covered and shaped to meet complex design requirements as required c. Headwear is produced as required
2. Use uncommon materials	a. Uncommon materials are shaped and assembled to make headwear, trims and components according to design requirements b. Alternative materials are sourced and prepared as required
3. Use multiple blocking techniques	a. Multiple blocks are used in single headwear designs as required b. Blocks are built upon to create specified shape c. Blocks are adapted to create desired effect as required d. Headwear is blocked and shaped by hand to create desired effect as required
4. Assemble blocked headwear components	a. Converse and concave shaped components are assembled as required b. Headwear pieces are assembled as required c. Advanced fabric covering techniques are used in headwear as required d. Suitable equipment is used safely to assemble components
5. Modify headwear	a. Modifications to headwear following fitting are identified and techniques selected b. Headwear is modified as required c. Modification is assessed for client satisfaction
6. Check headwear for conformance to safety and quality standards	a. Headwear components are inspected for quality and conformance to specifications b. Faults are identified and appropriate action taken to ensure quality standards are met, where required c. Recording and reporting is undertaken according to workplace procedures

Range of Variables

VARIABLE	SCOPE
1. Unit scope	a. Work involves implementing a range of construction techniques using common and uncommon materials
2. Unit context	a. OH&S requirements include legislation, manual handling procedures b. Work is carried out in accordance with legislative and regulatory obligations, industrial agreements, workplace practice and organisation insurance requirements c. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the construction of millinery items d. Work may be conducted in an individual or team work environment
3. Relevant legislation and regulations may include	a. State/Territory/Federal State/Territory/Federal legislation b. Regulations, industry codes of practice, standards and guidelines, policies, procedures and protocols in regard to the provision of millinery products and services c. OH&S legislation d. Trading practices e. Worker's compensation legislation f. Privacy legislation g. Taxation legislation h. Environment protection legislation.
4. Headwear components may include	a. Straw b. Beads/bells/jewellery c. Range of skins and/or feathers d. Range of furs e. Polystyrene f. Plaster h. Plastic i. Netting
5. Suitable equipment may include	a. Standard sewing machine b. Overlocker c. Steamer d. Iron and/or press e. Hot glue gun f. Scissors/cutting tools g. Measuring tools h. Cord i. Hot block j. Hat stretcher

Evidence Guide

1. Critical aspects of evidence	<ul style="list-style-type: none"> a. A wide range of materials and advanced construction techniques are used to meet requirements for complex millinery designs b. The characteristics and potential use of a wide range of common and uncommon materials are identified c. Wire is used to create foundations for a wide range of complex designs d. A combination of blockings is used in a single millinery design e. Blocks are adjusted and manipulated to achieve abstract designs.
2. Underpinning knowledge	<ul style="list-style-type: none"> a. Millinery policies, standards and guidelines, industry codes of practice, legislative and regulatory requirements b. Industry, workplace and product processes c. A range of textiles and materials, including their composition and the stretch quality of fabrics d. Standard and non-standard millinery shapes and designs e. Millinery production tools and equipment f. Millinery accessories g. Quality inspection procedures h. Style options, fashion trends and total look concepts i. Safety aspects relating to equipment operation j. Millinery manufacture and construction techniques k. Complex blocking techniques l. Complex wire manipulation techniques m. Historical development of various fashion styles
3. Underpinning skills	<ul style="list-style-type: none"> a. Visualising the finished product b. Applying safety principles in millinery construction c. Using and manipulating a wide range of materials d. Identifying non-conforming materials or components e. Applying quality requirements f. Sourcing a wide range of materials g. Identifying and sourcing material alternatives
4. Context of assessment	<ul style="list-style-type: none"> a. This unit of competency has no prerequisites and could be assessed on its own or in combination with other units relevant to the job function b. Evidence may be gathered in different situations, including: <ul style="list-style-type: none"> b.1. on- or off-the-job assessment b.2. placement in an enterprise b.3. use of simulated work environment b.4. flexible delivery methods b.5. Recognition of Prior Learning, Recognition of Current Competencies (in skill areas where there has been no significant change to work practice in recent times) c. Evidence gathering methods may include: <ul style="list-style-type: none"> c.1. work-play performance/simulation c.2. projects/assignments c.3. demonstration c.4. questioning and observation
5. Resource implications	<ul style="list-style-type: none"> a. Millinery materials and equipment b. Models and props c. Relevant safety information d. Quality standards e. Procedures or information associated with organisation or customer requirements

Evidence Guide

6. Consistency in performance
- a. Applies underpinning knowledge and skills when:
 - a.1. planning and organising work
 - a.2. interpreting work specifications and patterns
 - a.3. describing consequences
 - a.4. completing tasks
 - a.5. identifying improvements
 - a.6. applying safety precautions relevant to the task
 - a.7. assessing operational capability of specified equipment used and work processes
 - b. Shows evidence of application of relevant workplace procedures, including:
 - b.1. hazard policies and procedures, including codes of practice
 - b.2. job procedures and work instructions
 - b.3. quality procedures
 - b.4. waste, pollution and recycling management processes
 - c. Takes action promptly, reports accidents and incidents 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. Completes work systematically with attention to detail without damage to goods, equipment or personnel

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

LMTPRHM-10A Rejuvenate millinery

Field: Production

This unit covers the skills required to clean, repair, restyle and resize hats. It encompasses knowledge of a wide range of materials and their response to treatment and an ability to use a range of cleaning and repair techniques.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm rejuvenation requirements	<ul style="list-style-type: none"> a. Client rejuvenation requirements are identified b. Client priorities, preferences, budget and timelines are identified c. Procedure for rejuvenation and initial pricing is discussed with the client d. Agreement to continue with millinery service is obtained e. Client requirements are documented according to workplace procedures
2. Clean headwear	<ul style="list-style-type: none"> a. Cleaning process most suitable to headwear item is selected b. Materials and equipment are prepared c. Headwear item is prepared for cleaning d. Headwear is cleaned according to workplace procedures e. Pest damage and infestation is recognised and addressed f. Headwear is checked to ensure quality standards are met
3. Repair headwear	<ul style="list-style-type: none"> a. Process for repairing the headwear item is selected b. Materials and equipment are prepared c. Headwear item is prepared for repairing d. Headwear is repaired according to workplace procedures e. Headwear is checked to ensure quality standards are met
4. Restyle headwear	<ul style="list-style-type: none"> a. Process for restyling the headwear item is selected b. Materials and equipment are prepared c. Headwear item is prepared for restyling d. Headwear is restyled according to workplace procedures e. Headwear is checked to ensure quality standards are met
5. Resize headwear	<ul style="list-style-type: none"> a. Process for resizing the headwear item is selected b. Materials and equipment are prepared c. Headwear item is prepared for resizing d. Headwear is resized according to workplace procedures e. Headwear is checked to ensure quality standards are met
6. Curate headwear	<ul style="list-style-type: none"> a. Curating requirements for headwear are identified b. Headwear is rejuvenated as required c. Headwear item is finished according to curating requirements d. Headwear is checked to ensure quality standards are met
7. Finish headwear and present to client	<ul style="list-style-type: none"> a. Headwear is finished according to design specifications and modifications b. Headwear is finished for presentation by brushing, steaming or pressing, as necessary c. Final inspection is conducted to ensure conformance to client needs and expectations, and workplace quality standards d. Interpersonal skills are used to present to the client
8. Maintain records	<ul style="list-style-type: none"> a. Finished article and conformance records and reports are accurately maintained according to workplace procedures b. Client records are maintained according to workplace procedures
9. Work to quality and safety standards	<ul style="list-style-type: none"> a. Workplace quality standards and procedures for specific task are identified b. Work is conducted to meet workplace quality standards c. OH&S standards and guidelines for the specific task are identified d. Work task is conducted according to OH&S guidelines

Range of Variables

VARIABLE	SCOPE
1. Unit scope	a. Work involves identifying suitable techniques for rejuvenating millinery and conducting techniques to achieve desired outcomes for clients
2. Unit context	a. OH&S requirements include legislation, manual handling procedures b. Work is carried out in accordance with legislative and regulatory obligations, industrial agreements, workplace practice and organisation insurance requirements c. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the rejuvenation of millinery items d. Work may be conducted in an individual or team work environment
3. Relevant legislation and regulations may include	a. State/Territory/Federal legislation b. Regulations, industry codes of practice, standards and guidelines, policies, procedures and protocols in regard to the provision of millinery products and services c. OH&S legislation d. Trading practices e. Worker's compensation legislation f. Privacy legislation g. Taxation legislation h. Environment protection legislation
4. Cleaning may include	a. Steaming b. Stain removal c. Smell removal d. Washing e. Dry cleaning methods f. Removal and cleaning of individual components g. Glue removal h. Removal and treatment of pest infestations
5. Repair may include	a. Gluing and fixing components b. Replacing components c. Removal and repair of individual components d. Refinishing
6. Restyling may include	a. Modification to accessories and trimmings b. Reshaping c. Updating style to current fashion trends d. Addition of components
7. Resizing may include	a. Stretching b. Adding material c. Enlarging d. Reducing e. Reshaping
8. Curating may include	a. Replacement of components from original style b. Research into hat styles of the same era c. Preparation for display d. Storage consideration e. Special curating treatments
9. Interpersonal skills may include	a. Use of appropriate language b. Use of appropriate non-verbal skills c. Listening skills d. Establishing rapport e. Asking questions f. Answering questions g. Negotiation
10. Workplace procedures may include	a. Use and processing of order forms and documents b. Documentation provided to client c. Inclusion of all required details for order d. Communication of process e. Documentation on client records
11. Occupational health and safety standards and guidelines may include	a. Ergonomic standards b. Guidelines for the use of equipment c. Workplace work and reporting procedures d. Legislative guidelines

Evidence Guide

1. Critical aspects of evidence	a. Assessment must confirm appropriate skills and knowledge to: <ul style="list-style-type: none"> a.1. interpret rejuvenation requirements a.2. clean hats a.3. repair hats a.4. restyle hats a.5. resize hats a.6. curate hats a.7. use effective interpersonal skills a.8. finish headwear according to workplace standards a.9. present completed item to client
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. industry and product processes and equipment for rejuvenating hats a.3. a range of textiles and materials, including their response to cleaning and manipulation techniques a.4. styles of hats from a range of eras a.5. curating techniques b. Underpinning skills to: <ul style="list-style-type: none"> b.1. select appropriate rejuvenation techniques b.2. rejuvenate hats b.3. interpersonal skills b.4. assess client expectation and satisfaction b.5. interpret and apply established procedures b.6. document, assess and transfer information
4. Resource implications	a. Access to real or appropriately simulated work situation, sketch/drawing, materials, machines/equipment, relevant safety information, quality standards, procedures or information associated with organisation or customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. greeting client and assessing client needs and expectations a.2. selecting required processes and equipment a.3. rejuvenating hats a.4. presenting finished product to client b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures, including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures (where existing) b.5. security procedures b.6. waste, pollution and recycling management processes b.7. relevant guidelines relating to the safe use of machines/equipment, including steam equipment c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and organisation procedures
6. Context for assessment	a. Assessment may occur on-the-job or in an appropriately simulated workplace

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

LMTEMGN-08A Perform minor maintenance

Field: Engineering and Maintenance

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. operate machines correctly a.2. monitor machine performance against machine specifications a.3. make minor adjustments a.4. complete records accurately and completely a.5. apply workplace health and safety policies in work operations
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units and can be assessed independently
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. procedures and guidelines for safe operation of machines a.2. typical fault conditions and related fault finding procedures a.3. basic machine maintenance and repair techniques a.4. technical specifications manuals a.5. safety policies and procedures a.6. quality standards and procedures a.7. workplace reporting and recording procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. assess operating performance of machine b.2. start and stop machines according to specifications b.3. monitor machine operations including machine production readings b.4. recognise fault conditions b.5. rectify minor machine faults or problems as required
4. Resource implications	a. Access is required to real or appropriately simulated situations involving checking of machine performance and the undertaking minor adjustments to production machines, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. completing tasks a.2. identifying improvements a.3. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment b. Competence should be demonstrated with a range of typical industry sector machines and production processes, sufficient to ensure confirmation of the required skills and knowledge

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

LMTQAGN-01A Apply quality standards

Field: Quality

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

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

Range of Variables

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

Evidence Guide

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

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. describe specific training needs and required task skills a.2. outline training activities and steps a.3. identify resources required to support the on-the-job training activity a.4. gather evidence to monitor trainee's/employee's progress a.5. review training activity a.6. apply workplace health and safety policies in work operations a.7. report outcomes
2. Interdependent assessment of units	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: <ul style="list-style-type: none"> a.1. task skills and associated processes and standards associated with the training activity a.2. workplace application of the relevant skills a.3. evidence required to assess performance and progress a.4. delivery of on-the-job training a.5. quality assurance standards and procedures a.6. relevant OH&S legislation, codes of practice, policies and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. correctly use equipment and any other processes and procedures appropriate to the training activity b.2. communicate appropriately, consistent with the culture of the workplace and trainee/employee b.3. handle performance issues ethically b.4. apply language, literacy and numeracy skills suited to trainee/employee b.5. analyse and record results in accordance with enterprise procedures b.6. carry out work in accordance with OH&S policies and procedures
4. Resource implications	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: <ul style="list-style-type: none"> a.1. organising processes and resources a.2. interpreting training specifications a.3. describing consequences a.4. completing tasks a.5. identifying improvements a.6. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. issue resolution procedures b.3. job procedures and work instructions b.4. quality procedures b.5. security procedures b.6. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment b. Competence should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge

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

LMTHRGN-02A Work in a team environment

Field: Human Resources

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

ELEMENT	PERFORMANCE CRITERIA
1. Determine team role and scope	a. The role and scope of the team is identified from available information b. Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources
2. Identify own role and responsibility within team	a. Own role and responsibilities within the team environment identified b. Roles and responsibility of other team members identified and recognised c. Reporting relationships within team and external to team identified
3. Plan team activities	a. Contribute to the development of team work plans based on an understanding of roles and parameters of team and own skills and competencies
4. Operate as a team member	a. Effective and appropriate forms of communication used and interactions undertaken with team members who contribute to known team activities and objectives b. Effective and appropriate contributions made to complement team activities and objectives, based on own skills and competencies c. Team agreed reporting lines followed using standard operating procedures

Range of Variables

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

Evidence Guide

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

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: a.1. recognise and report hazard to designated personnel a.2. accurately follow workplace procedures relevant to controlling risks in the workplace a.3. communicate about hazards and risks in the workplace.
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with other units that form part of a job role, such as a unit of competency relating to the operation of plant and equipment
3. Required knowledge and skills	a. Underpinning knowledge of: a.1. rights and responsibilities of parties under occupational health and safety legislation, regulations and codes of practice a.2. workplace occupational health and safety policies and procedures related to the job role or function a.3. workplace emergency and evacuation procedures a.4. the meaning of occupational health and safety signs and symbols a.5. workplace reporting procedures in regard to risks, hazards and accidents a.6. location and use of necessary safety equipment, including personal protective equipment a.7. safe operating procedures for relevant machinery/equipment b. Underpinning skills to: b.1. identify and apply risk control measures b.2. identify and report workplace hazards b.3. follow workplace procedures for accidents and emergency situations b.4. carry out work, including the operation of relevant machinery/equipment, according to workplace occupational health and safety procedures
4. Resource implications	a. Access to policies, procedures and information on occupational health and safety b. Access to support personnel, engineering controls and personal protective equipment c. Access to relevant work areas for identification of hazards and control measures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: a.1. completing tasks a.2. identifying improvements a.3. applying safety precautions relevant to the task a.4. checking equipment and work area prior to the task a.5. using personal protective equipment a.6. identifying and reporting potential problems b. Action taken promptly, accidents and incidents reported in accordance with statutory and enterprise requirements c. Recognises and appropriately deals with cultural differences in the workplace, including modes of behaviour and interactions among staff and others d. Work completed systematically with attention to detail and without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated workplace environment

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

LMTSMHM-01A Present and display millinery

Field: Sales and marketing

This unit covers the skills required to prepare and display millinery with consideration to display techniques, lighting, layout and cataloguing. It encompasses planning and organisational skills to successfully coordinate the presentation process.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm presentation requirements	<ul style="list-style-type: none"> a. Objectives of presentation are clarified b. Presentation requirements are identified c. Type of presentation is identified d. Presentation conditions are identified e. Available resources are confirmed f. Plan is developed to meet presentation requirements
2. Prepare headwear for presentation	<ul style="list-style-type: none"> a. Headwear is selected to meet presentation objectives b. Headwear is finished to presentation standard c. Adjustments are made to headwear if required for presentation d. Suitable storage or delivery of headwear is arranged
3. Select display techniques	<ul style="list-style-type: none"> a. Overall presentation and effect is identified b. Placement and display of headwear presentation is designed c. Display models are prepared for individual hats d. Display techniques are selected for individual hats e. Additional prop requirements are identified
4. Select lighting techniques	<ul style="list-style-type: none"> a. Lighting equipment and operators (if required) are obtained b. Suitable lighting techniques are selected to meet presentation objectives c. Lighting techniques selected are appropriate for presentation type and conditions d. Lighting techniques selected are appropriate for individual hat displayed
5. Select layout techniques	<ul style="list-style-type: none"> a. Layout of overall presentation is suitable to meet presentation objectives and in accordance with presentation requirements and conditions b. Layout of individual hats achieves desired effect c. Layout tools and techniques are used effectively
6. Catalogue headwear	<ul style="list-style-type: none"> a. Method of cataloguing is identified b. Labels for individual hats are prepared as required c. Cataloguing of millinery presentation is prepared as required d. Documentation of millinery presentation is maintained according to workplace procedure
7. Work to quality and safety standards	<ul style="list-style-type: none"> a. Workplace quality standards and procedures for specific task are identified b. Work is conducted to meet workplace quality standards c. OH&S standards and guidelines for the specific task are identified d. Work task is conducted according to OH&S guidelines

Range of Variables

VARIABLE	SCOPE
1. Unit scope	a. Work involves identifying presentation objectives, and planning and organising displays using a range of presentation tools and techniques
2. Unit context	a. OH&S requirements include legislation, manual handling procedures b. Work is carried out in accordance with legislative and regulatory obligations, industrial agreements, workplace practice and organisation insurance requirements c. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the presentation and display of millinery items d. Work may be conducted in an individual or team work environment
3. Relevant legislation and regulations may include	a. State/Territory/Federal legislation b. Regulations, industry codes of practice, standards and guidelines, policies, procedures and protocols in regard to the provision of millinery products and services c. OH&S legislation d. Trading practices e. Worker's compensation legislation f. Privacy legislation g. Taxation legislation h. Environment protection legislation
4. Objectives of presentation may include	a. Introduce new range b. Promote millinery service c. Display era of headwear d. Display fashion options for millinery e. Sell hats f. Exhibit hats
5. Presentation requirements may include	a. Number of hats required b. Style of hats required c. Cataloguing requirements d. Timing requirements e. Designer information f. Pricing information g. Type of displays h. Required features
6. Type of presentation may include	a. Exhibition b. Visual merchandising c. Show d. Window display e. Photography session
7. Presentation conditions may include	a. Venue b. Space c. Competitive factors d. Context e. Display rules f. Ability to use resources g. Promotion
8. Plan may include	a. Time management b. Material and human resources allocation c. Costings d. Promotion e. Project management
9. Adjustments to headwear may include	a. Attachment features for display use b. Insertion of weights c. Stiffening devices
10. Display techniques may include	a. Use of models b. Use of props c. Use of suspension d. Use of blocks and other supports e. Creation of settings
11. Lighting techniques may include	a. Use of spotlights b. Use of coloured lights c. Use of diffused lighting d. Use of multiple lights e. Use of mirrors or glass

Range of Variables

12. Layout tools may include	<ul style="list-style-type: none">a. Pinsb. Staplesc. Wired. Tapee. Gluef. Fishing lineg. Boards
13. Method of cataloguing may include	<ul style="list-style-type: none">a. Individual labellingb. Bookletsc. Pamphletsd. Indexese. Notice boardsf. Menus
14. Occupational health and safety standards and guidelines may include	<ul style="list-style-type: none">a. Ergonomic standardsb. Guidelines for the use of equipmentc. Workplace work and reporting proceduresd. Legislative guidelines

Evidence Guide

1. Critical aspects of evidence	<ul style="list-style-type: none"> a. Plans for millinery presentations are developed b. Hats and display items are prepared c. Presentation techniques are selected to achieve desired outcome d. Presentation process is managed e. Difficulties are managed and handled effectively f. Displays are created to achieve desired effect g. Items are effectively catalogued h. Quality and OH&S standards are met
2. Underpinning knowledge	<ul style="list-style-type: none"> a. Millinery policies, standards and guidelines, industry codes of practice, legislative and regulatory requirements b. Industry, workplace and product processes and equipment in displaying hats and headwear c. Cataloguing requirements in presenting millinery d. Operational knowledge of a range of lighting, layout and display techniques e. Different types of presentations f. Design techniques g. Historical context of fashion style to be presented
3. Underpinning skills	<ul style="list-style-type: none"> a. Select appropriate displays b. Prepare hats c. Prepare displays d. Document and catalogue displayed items e. Present millinery according to required conditions and objectives f. Finish headwear according to client requirements
4. Context of assessment	<ul style="list-style-type: none"> a. This unit of competency has no prerequisites and could be assessed on its own or in combination with other units relevant to the job function b. Evidence may be gathered in different situations, including: <ul style="list-style-type: none"> b.1. on- or off-the-job assessment b.2. placement in an enterprise b.3. use of simulated work environment b.4. flexible delivery methods b.5. Recognition of Prior Learning, Recognition of Current Competencies (in skill areas where there has been no significant change to work practice in recent times) c. Evidence gathering methods may include: <ul style="list-style-type: none"> c.1. work-play performance c.2. role-play c.3. simulation c.4. projects/assignments c.5. presentations and displays c.6. questioning c.7. observation
5. Resource implications	<ul style="list-style-type: none"> a. Millinery materials and equipment b. Models and props c. Display equipment d. Relevant safety information e. Quality standards f. Procedures or information associated with organisation or customer requirements

Evidence Guide

6. Consistency in performance
- a. Applies underpinning knowledge and skills when:
 - a.1. planning and organising work
 - a.2. interpreting work specifications and designs
 - a.3. describing consequences
 - a.4. completing tasks
 - a.5. identifying improvements
 - a.6. applying safety precautions relevant to the task
 - a.7. assessing operational capability of specified equipment used and work processes
 - b. Shows evidence of application of relevant workplace procedures, including:
 - b.1. hazard policies and procedures, including codes of practice
 - b.2. job procedures and work instructions
 - b.3. quality procedures
 - b.4. waste, pollution and recycling management processes
 - c. Takes action promptly, reports accidents and incidents 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. Completes work systematically with attention to detail without damage to goods, equipment or personnel

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

LMTPUHM-01A Manage millinery procurement and cost millinery products

Field: Purchasing

This unit covers the skills required to locate and procure materials from millinery supply chains or alternative sources, estimate preliminary pricing and calculate sale price of completed items. It encompasses broad knowledge of materials used in producing millinery items and research and documentation skills.

ELEMENT	PERFORMANCE CRITERIA
1. Confirm millinery supply requirements	<ul style="list-style-type: none"> a. Stocktake is administered to assess current and future millinery supply needs b. Quantity and special features of millinery supplies are identified c. Millinery supply requirements are documented according to workplace procedures d. Special orders and timing requirements are noted from specification sheets
2. Identify millinery supply resources	<ul style="list-style-type: none"> a. Local millinery suppliers are identified and details of available products are documented b. National and international millinery suppliers are identified and details of available products are documented c. Supply sources for uncommonly used items are identified d. Alternatives for unavailable or high price millinery items are researched and identified e. Relationships with millinery suppliers and other relevant businesses are established to facilitate the procurement of millinery supplies f. Suppliers of items for specific orders are identified to meet the timing and material needs of the client g. Details of procurement suppliers and characteristics are documented according to workplace procedure
3. Make initial price estimation on millinery orders	<ul style="list-style-type: none"> a. Construction design specifications are used to identify raw materials required for millinery orders b. Supplier documentation is used to estimate pricing on raw materials c. Workplace procedure and personal experience are used to estimate labour requirements d. Initial price estimation, which reflects total estimated price for specific order, is provided to the client e. Estimated price is documented according to workplace procedure
4. Procure millinery supplies	<ul style="list-style-type: none"> a. Procurement of common use items are arranged with consideration to price efficiency, delivery reliability and suitability for desired outcome b. Procurement of uncommon use items are arranged with consideration to price efficiency, delivery reliability and suitability for desired outcome c. Documents are prepared and processed to procure millinery supplies in accordance with workplace procedures d. Pricing is documented according to workplace procedures e. Payment of millinery suppliers is managed according to workplace practice
5. Calculate final sale price	<ul style="list-style-type: none"> a. Millinery raw materials used in product are calculated according to workplace procedures and government taxation regulations b. Labour used in product is calculated according to workplace procedures and government taxation regulations c. Any additional expenses incurred in production of item are calculated in accordance with workplace procedures and government taxation regulations d. Total price is calculated according to workplace procedures and government taxation regulations e. Client invoice is prepared according to workplace procedures and government taxation regulations
6. Manage financial record keeping	<ul style="list-style-type: none"> a. Procurement and business expenses are documented and managed according to workplace procedures and government taxation regulations b. Invoicing and client sales are documented according to workplace procedures and government taxation regulations c. Financial transactions are documented, processed and managed according to workplace procedures and government taxation regulations
7. Work to quality and safety standards	<ul style="list-style-type: none"> a. Workplace quality standards and procedures for specific task are identified b. Work is conducted to meet workplace quality standards c. OH&S standards and guidelines for the specific task are identified d. Work task is conducted according to OH&S guidelines

Range of Variables

VARIABLE	SCOPE
1. Unit scope	a. Work involves identifying and sourcing required millinery resources and negotiating and documenting procurement
2. Unit context	a. OH&S requirements include legislation, manual handling procedures b. Work is carried out in accordance with legislative and regulatory obligations, industrial agreements, workplace practice and organisation insurance requirements c. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the procurement of millinery supplies d. Work may be conducted in an individual or team work environment
2. Relevant legislation and regulations may include	a. State/Territory/Federal legislation b. Regulations, industry codes of practice, standards and guidelines, policies, procedures and protocols in regard to the provision of millinery products and services a. OH&S legislation b. Trading practices c. Worker's compensation legislation d. Privacy legislation e. Taxation legislation f. Environment protection legislation
3. Special features of millinery supplies may include	a. Colour b. Size c. Material properties d. Fixing properties e. Working characteristics f. Appearance qualities
4. Alternatives for unavailable or high price millinery items may include	a. Hand-made items b. Natural resources
5. Millinery suppliers may be identified through	a. Internet b. Phone books c. Previous records d. Recommendations e. Millinery publications f. Art and craft publications
6. Any additional expenses incurred in production of item may include	a. Courier charges b. Use of special equipment c. Phone d. Sketches e. Packaging
7. Workplace procedures may include	a. Use and processing of order forms and documents b. Documentation provided to client/supplier c. Inclusion of all required details for order d. Communication of process
8. Occupational health and safety standards and guidelines may include	a. Ergonomic standards b. Guidelines for the use of equipment c. Workplace work and reporting procedures d. Legislative guidelines

Evidence Guide

1. Critical aspects of evidence	<ul style="list-style-type: none"> a. Stocktake of supplies is accurately conducted and recorded b. Millinery requirements are identified and recorded c. Suitable suppliers are identified d. Suppliers are assessed and compared on price, reliability and desired products e. Procurement transactions are correctly documented f. Preliminary price estimates are made on products to be made g. Required items are purchased according to organisational procedures h. Sale prices of items are calculated i. Financial records are maintained.
2. Underpinning knowledge	<ul style="list-style-type: none"> a. Millinery policies, standards and guidelines, industry codes of practice, legislative and regulatory requirements b. Industry, workplace and production processes c. A range of textiles and materials used in millinery items d. Local, national and international industry suppliers e. Procurement practices, including: <ul style="list-style-type: none"> e.1. millinery pricing e.2. information required for procurement transactions e.3. labour charges e.4. business pricing principles e.5. product alternatives e.6. lead time on orders
3. Underpinning skills	<ul style="list-style-type: none"> a. Identifying procurement requirements b. Identifying procurement suppliers c. Selecting appropriate materials d. Negotiating price with suppliers and clients e. Using high-level interpersonal skills f. Arranging procurement g. Assessing supplier efficiency and product quality h. Interpreting and apply established procedures i. Documenting, assessing and retrieving information j. Conducting and documenting stocktake of supplies
4. Context of assessment	<ul style="list-style-type: none"> a. This unit of competency has no prerequisites and could be assessed on its own or in combination with other units relevant to the job function b. Evidence may be gathered in different situations, including: <ul style="list-style-type: none"> b.1. on- or off-the-job assessment b.2. placement in an enterprise b.3. use of simulated work environment b.4. flexible delivery methods b.5. Recognition of Prior Learning, Recognition of Current Competencies (in skill areas where there has been no significant change to work practice in recent times) c. Evidence gathering methods may include: <ul style="list-style-type: none"> c.1. work-play performance c.2. role-play c.3. simulation c.4. projects/assignments c.5. procurement documentation c.6. questioning c.7. observation
5. Resource implications	<ul style="list-style-type: none"> a. Millinery materials and equipment b. Research tools c. Communication resources d. Access to suppliers e. Relevant safety information f. Quality standards g. Procedures or information associated with organisation or customer requirements

Evidence Guide

6. Consistency in performance

- a. Applies underpinning knowledge and skills when:
 - a.1. Planning and organising work
 - a.2. Interpreting work specifications and patterns
 - a.3. Describing consequences
 - a.4. Completing tasks
 - a.5. Identifying improvements
 - a.6. Applying safety precautions relevant to the task
 - a.7. Assessing operational capability of specified equipment used and work processes
- b. Shows evidence of application of relevant workplace procedures, including:
 - b.1. hazard policies and procedures including codes of practice
 - b.2. job procedures and work instructions
 - b.3. quality procedures
 - b.4. waste, pollution and recycling management processes
- c. Takes action promptly, reports accidents and incidents 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. Completes work systematically with attention to detail without damage to goods, equipment or personnel

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