



LMT00

Textiles, Clothing and Footwear

Training Package

Volume 8 of 19
Footwear Production

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

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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 LMT00 Version 3 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 included in this volume

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

LMT11106	Certificate I Textiles Clothing and Footwear
LMT20906	Certificate II in Footwear Production (Intermediate)
LMT21006	Certificate II in Footwear Production (Complex and multiple processes)
LMT30706	Certificate III in Footwear Production
LMT40406	Certificate IV in Footwear Production

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

The National Training Information Service also displays any changes in Units of Competency and the packaging of qualifications.

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

Different Unit Formats

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

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

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

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LMTEMFT-01A Fabricate or machine tooling

Unit descriptor This unit encompasses skills and knowledge required to fabricate and/or machine tooling for applications within the enterprise.

Prerequisites Nil

Application

Sector Footwear Production

ELEMENTS

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Determine tooling requirements | 1.1 Tooling requirements, measurements and/or limitations are determined relative to design specifications provided
1.2 Clarification related to tooling application is sought, where required |
| 2. Select and set up equipment for operation | 2.1 Appropriate machines and equipment are selected for the tasks
2.2 Machines and/or equipment are prepared and adjusted, as necessary, for operation according to standard operating procedures |
| 3. Form or shape tool | 3.1 Tooling material is selected, marked, or otherwise prepared for fabrication and/or machining
3.2 Allowances are made for shrinkage, thicknesses, templates, gauges and inside/outside measurements, where required
3.3 Fabrication or machining procedures are assessed in accordance with safety and enterprise procedures
3.4 Completed tooling is checked for conformance to design specifications |

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It describes contextual variables that may be used or encountered when applying the competency. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|-------------------------------------|---|
| 1. General context | <ul style="list-style-type: none"> • Work involves workplace activities associated with the forming and shaping of tools used within the enterprise • Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes • 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"> • Work may be conducted in a large scale production or small business situation • Work may involve individual and team related activities • Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise • Tooling manufacture may include cutting knives or punch dies • The competencies are applied under general guidance on progress and outcomes • Knowledge and skills are applied to a wide range of tasks and/or roles • The competencies are used within routines, methods and procedures |

- | | |
|---|--|
| 3. Sources of information/documents may include | <ul style="list-style-type: none"> • Work specifications • Design drawings/sketches • Shoe construction instructions • Organisation work procedures • Organisational or external personnel • Quality and Australian standards and procedures • Customer/s requirements |
| 4. Workplace context may include | <ul style="list-style-type: none"> • Work organisation procedures and practices relating to forming and shaping of tools within the enterprise • Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> • 4.2.1 workplace agreements and awards • 4.2.2 Federal or State/Territory legislation • Standard work practices • Reporting actions include verbal and written communication in accordance with organisational policies and procedures • Communication may be oral, written or visual and can include simple data • 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 • 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"> • Occupational health and safety legislation relevant to workplace activities • Workers' compensation legislation |

EVIDENCE GUIDE

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

- | | |
|--|---|
| 1. Critical aspects of evidence to be considered | <p>Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • establish tooling requirements • operate machines/equipment appropriately • fabricate or machine tooling accurately • liaise with engineer/external supplier • communicate effectively with design team, customers, etc. • apply workplace health and safety policies in work operations • maintain accurate records |
| 2. Interdependent assessment of units | <p>This unit does not need to be assessed in conjunction with other units</p> |
| 3. Required knowledge and skills | <p>Underpinning knowledge of:</p> <ul style="list-style-type: none"> • appropriate procedures • relevant standards • quality requirements • materials used in footwear production • safety and environmental aspects of relevant enterprise activities • workplace procedures and reporting processes • relevant OH&S legislation and codes of practice <p>Underpinning skills to:</p> <ul style="list-style-type: none"> • apply appropriate technical skills • carry out checking processes • monitor performance • apply all the relevant safety practices when working in the industry |

- communicate effectively with individuals, work groups and supervisors
 - maintain records, document and transfer information
 - interpret and carry out established procedures
4. Resource implications
- Access to real or appropriately simulated forming and shaping of tools used within the enterprise
 - This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance
- Applies underpinning knowledge and skills when:
 - planning and organising work
 - interpreting design drawings, sketches and specifications
 - completing tasks
 - identifying improvements
 - applying safety precautions relevant to the task
 - Shows evidence of application of relevant workplace procedures including:
 - hazard policies and procedures including codes of practice
 - job procedures and work instructions
 - quality procedures (where existing)
 - waste, pollution and recycling management processes
 - Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
 - Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
 - Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment
- Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Level
Communicate ideas and information	3
Collect, analyse and organise information	3
Plan and organise activities	3
Work with others and in teams	3

Use mathematical ideas and techniques	3
Solve problems	3
Use technology	3

LMTFP1001A Embellish footwear

Unit descriptor	This unit covers the skills and knowledge to embellish footwear using a variety of hand and machine techniques.
Prerequisites	Nil
Application	<p>The unit applies to selecting and applying embellishment on footwear. Embellishments may be added by either hand or machine.</p> <p>This unit is designed for application in a supervised environment and is suitable for use in a VET in schools program or where access to volume production and commercial machines and processes is not an option.</p>
Sector	Footwear Production

ELEMENTS

PERFORMANCE CRITERIA

1 Prepare for footwear embellishment	<p>1.1 Footwear to be embellished is selected.</p> <p>1.2 <i>Type of embellishment</i> is selected.</p> <p>1.3 Embellishment <i>specifications</i> are determined.</p> <p>1.4 Methods of embellishing by hand or machine are identified.</p> <p>1.5 Sequencing of footwear embellishment operations is determined.</p> <p>1.5 Required <i>materials, tools and equipment</i> are identified, selected and prepared.</p> <p>1.6 Work area and seating are set up according to OH&S practices.</p>
2 Embellish footwear	<p>2.1 Hand or machine embellishment is performed.</p> <p>2.2 Tools and equipment are used according to <i>OH&S practices</i>.</p> <p>2.3 Work is assessed for compliance with quality standards.</p> <p>2.4 Tools and equipment performance is regularly checked for signs of faulty operation.</p>
3 Finish embellishment	<p>3.1 Footwear embellishment is <i>finished</i> using appropriate equipment and or hand operations and materials.</p> <p>3.2 Finished footwear is inspected, any faults are identified and appropriate action taken to ensure quality standards are met.</p> <p>3.3 Footwear is finished according to embellishment specifications.</p>

RANGE STATEMENT

The Range Statement relates to the unit as a whole. It describes contextual variables that may be used or encountered when applying the competency. The bold italic terms in the Elements and Performance Criteria are explained in this Range Statement. All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Type of embellishment may include	<ul style="list-style-type: none"> decorative finishes that add to the design and create features such as: <ul style="list-style-type: none"> buttons sequins rhinestones diamantes bows buckles puff paint punch work on leather feathers
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Specifications may include	<ul style="list-style-type: none"> • size, including length and width • colour • stitch type and size • types and use of adhesives
Materials may include	<ul style="list-style-type: none"> • adhesives such as: <ul style="list-style-type: none"> • polyurethane adhesives • solvent-based spray finishes • fabrics, such as satin, silk, taffeta, lace • ribbons • beads • buckles • leather
Tools and equipment may include	<ul style="list-style-type: none"> • cutting board • scissors • knives • sewing machines • paintbrushes • hole punches • leather tool making equipment
Finished may include	<ul style="list-style-type: none"> • trimming loose threads • checking • spraying • cleaning • polishing • hand or machine sewing buckles • inserting heel cushion pads • attaching labels • pairing up • boxing
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices

EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • prepare footwear • sequence embellishment operations • perform footwear embellishment • apply OH&S practices in work operations • finish footwear • check footwear against embellishment requirements
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using OH&S practices • recording accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on work practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • materials used, including adhesives, solvents, abrasives and safety requirements for their use • quality standards and practices • component handling procedures • OH&S practices, including hazard identification and control measures • work practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • consistently achieve quality and production output requirements • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate with others • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Embellishment requirements are checked.	1
Collect, analyse and organise information	Sequencing of footwear embellishment operations is determined.	1
Plan and organise activities	Work area is prepared.	1
Work with others and in teams	Information is clarified.	1
Use mathematical ideas and techniques	Materials requirements are calculated.	1
Solve problems	Embellishment faults are identified and appropriate action taken.	1
Use technology	Appropriate tools and equipment are used.	1

LMTFP2001A Identify materials used in footwear production

Unit descriptor This unit covers the skills and knowledge to identify and describe materials used in the production of footwear.

Prerequisites Nil

Application The unit applies to identifying a range of materials used in the footwear industry. Materials include natural and synthetic materials, adhesives and components.

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

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

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control, and recycling

Sector Footwear Production

ELEMENTS

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1 Identify footwear materials | 1.1 Materials used in footwear production are identified.
1.2 Types and sources of materials are identified.
1.3 Characteristics of materials are identified.
1.4 Generic and trade names for materials are identified. |
| 2 Determine uses of materials for footwear production | 2.1 Uses of materials for footwear production are identified.
2.2 Handling and care requirements for materials are identified.
2.3 Common problems and faults of materials are identified.
2.4 OH&S practices relevant to materials uses are identified. |
| 3 Determine performance of materials for footwear | 3.1 Physical properties of materials are identified.
3.2 Performance characteristics of materials are identified and described.
3.3 Types of surface finishes used on materials are described. |
| 4 Identify common faults, problems and surface defects of materials | 4.1 Common faults, problems and surface defects of materials are identified.
4.2 Possible causes for common faults, problems and surface defects are described.
4.3 Workplace quality practices relating to faults, problems and surface defects are identified. |

RANGE STATEMENT

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

- Materials may include
- leather such as:
 - calf
 - cow hide
 - kid
 - goat
 - buffalo
 - kangaroo
 - reptile
 - sheep
 - ostrich
 - emu
 - pig
 - adhesives and chemicals such as:
 - polyurethane adhesives
 - rubber cement
 - methyl ethyl ketone
 - halogenation solvent
 - dichloromethane
 - petrol
 - methylated spirits
 - solvent-based spray finishes
 - solvent-based emulsions
 - fabrics such as:
 - satin
 - silk
 - taffeta

OH&S practices

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

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

Characteristics may include	<ul style="list-style-type: none"> • stretch • size • grain • nap • substance • properties and uses of different types of hides and leathers • hair follicle patterns of leather
Performance characteristics may include	<ul style="list-style-type: none"> • stretch • abrasion • wearability • absorbency • durability • elasticity • heat sensitivity • shrink resistance • strength
Faults, problems or defects may include	<ul style="list-style-type: none"> • marks • scars • cuts

EVIDENCE GUIDE

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

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

Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> • handling procedures for materials • safety and environmental aspects of relevant production and assembly processes • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"> • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate in the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Example	Level
Communicate ideas and information	Characteristics of materials are described.	1
Collect, analyse and organise information	Information is accessed and used to assist in identification of materials.	1
Plan and organise activities	Features used to identify materials are identified.	1
Work with others and in teams	Questions are used to access information.	1
Use mathematical ideas and techniques	Physical properties are compared.	1
Solve problems	Characteristics are noted in order to identify materials.	1
Use technology	Faults are recorded.	1

LMTFP2002A Perform stuff cutting

Unit descriptor	This unit covers the skills and knowledge to assess and cut different qualities and types of materials.
Prerequisites	Nil
Application	<p>The unit applies to the assessment and cutting of various materials to specifications and workplace quality standards using limited discretion, initiative and judgement, working to defined procedures and methods on the job in own work.</p> <p>It involves stuff cutting operations using a range of materials, including EVA, foam, fibreboard, resin, synthetics, requiring some work positioning assisted by machine guide or work marker.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production

ELEMENTS

PERFORMANCE CRITERIA

1 Set up workstation	<p>1.1 Workstation is set up to reflect specifications and to achieve operator comfort and minimise fatigue.</p> <p>1.2 Machines are cleaned and checked for irregularities.</p> <p>1.3 Cutting board is routinely cleaned, turned and maintained.</p> <p>1.4 Striker plate is regularly checked for distortion and damage and irregularities reported.</p> <p>1.5 Records are maintained.</p>
2 Assess <i>materials</i>	<p>2.1 Materials are correctly assessed and graded against specifications.</p> <p>2.2 Various types and finish of synthetics and fabrics are checked according to work ticket.</p> <p>2.3 Materials are sorted according to colour, shade and specifications.</p>
3 Cut materials	<p>3.1 Knives and patterns are used to gain optimal materials use against workplace quality standards.</p> <p>3.2 Machines are started up and shut down according to safety regulations.</p> <p>3.3 Knives are selected according to job specifications and size requirements and used according to <i>OH&S practices</i>.</p> <p>3.4 Pressures on press are adjusted to knife size and shape.</p>

- 3.5 Parts are cut to workplace quality standards in relation to materials flaws.
- 3.6 Individual pairs are selected and colour and grain matched to workplace quality standards.
- 3.7 Pairs are cut to achieve best yield according to appropriate allowance.
- 3.8 Distortions and defects on press cutting knives, dies and cutting boards are identified and appropriate action taken.
- 3.9 Work is carried out according to OH&S practices.
- 4 Check finished product
 - 4.1 Finished product is checked against workplace quality standards.
 - 4.2 Faults are recorded.

RANGE STATEMENT

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

Materials may include

- EVA
- foam
- fibreboard
- resin
- synthetics

OH&S practices

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

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

EVIDENCE GUIDE

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

Critical aspects of evidence

Demonstrates skills and knowledge to:

- meet work specifications and workplace standards
- prepare workstation and work before commencing operations
- apply cutting techniques to synthetics and leather materials
- apply workplace OH&S practices in work operations
- maintaining accurate records

Consistency in

Consistently applies skills and knowledge when:

performance	<ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • range of fabrics and their directional strength and stretch • relevant machines and principles in use of cutting boards • materials flaws of leather, including veins, growth marks, ticks and scars • quality standards and practices • safety and environmental aspects of relevant product assembly processes • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • operate cutting machines and use cutting boards • obtain maximum yield and achieve workplace quality standards • undertake general maintenance of machines • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate in the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Records are completed.	1
Collect, analyse and organise information	Materials are correctly assessed and graded against specifications.	1
Plan and organise activities	Materials are sorted according to colour, shade and other specifications.	1
Work with others and in teams	Finished product is checked against workplace quality standards.	2
Use mathematical ideas and techniques	Pressures on press are adjusted to knife sizes and shapes.	1
Solve problems	Faults are addressed.	1
Use technology	Machines are started up and shut down.	1

LMTFP2003A Cut printed materials by machine

Unit descriptor	This unit covers the skills and knowledge to cut uniform synthetics and printed leathers using machines, knives and interlocking knives.
Prerequisites	Nil
Application	<p>The unit applies to the cutting of uniform synthetic and printed leather materials to specifications and workplace quality standards using machines, knives and interlocking knives. It involves the limited application of discretion, initiative and judgement while working to defined procedures and methods.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production

ELEMENTS

PERFORMANCE CRITERIA

1 Assess different qualities and types of materials	<p>1.1 Materials are assessed against job specifications.</p> <p>1.2 Various types and finishes of materials are checked according to work ticket.</p> <p>1.3 Materials are sorted according to colour and shade and other specifications.</p>
2 Start up, shut down, adjust and carry out minor maintenance with safety	<p>2.1 Machines are started up and shut down according to safety regulations.</p> <p>2.2 Cutting board is regularly cleaned, turned and maintained.</p> <p>2.3 Striker plate is regularly checked for distortion and damage and irregularities reported.</p>
3 Cut linings and components from materials by press or hand	<p>3.1 Knives are selected according to job specifications and size requirements and used according to OH&S practices.</p> <p>3.2 Pressures on press are adjusted to knife sizes and shapes.</p> <p>3.3 Work ticket specifications are followed according to pairs and pieces.</p> <p>3.4 Parts are cut to workplace quality standards in relation to materials flaws.</p> <p>3.5 Individual pairs are selected, colour and grain matched to workplace quality standards.</p> <p>3.6 Pairs are cut to achieve best yield according to appropriate allowance.</p>

- 3.7 Distortions and defects on press cutting knives, dies and cutting boards are identified and appropriate action taken.
- 3.8 Work is carried out according to OH&S practices.
- 4 Check finished product
 - 4.1 Finished product is checked against workplace quality standards.
 - 4.2 Faults are addressed.

RANGE STATEMENT

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

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|-----------------------|---|
| Materials may include | <ul style="list-style-type: none"> • leather or synthetic materials that have been treated or printed to achieve a uniform finish |
| Machines may include | <ul style="list-style-type: none"> • swing beam press • full beam press • travelling head press • automated press |
| Knives may include | <ul style="list-style-type: none"> • clicking knives • cutting knives • interlocking knives |
| OH&S practices | <p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices |

EVIDENCE GUIDE

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

- | | |
|------------------------------|---|
| Critical aspects of evidence | <p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • check work against specifications and workplace standards • prepare workstation and work before commencing operations • apply cutting techniques • apply OH&S practices in work operations • maintain accurate records |
|------------------------------|---|

Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • range of materials and their directional strength and stretch • relevant machines and principles in use of cutting boards • flaws of leather, including veins, growth marks, ticks and scars • quality standards and practices • safety and environmental aspects of relevant product assembly processes • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • operate cutting machines and using cutting boards • obtain maximum yield and achieve quality standards of the workplace • undertake general maintenance of machines • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate in the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Effective communication is used in the workplace.	1
Collect, analyse and organise information	Materials are assessed against specifications.	1
Plan and organise activities	Knives are selected according to job specifications and size requirements.	1
Work with others and in teams	Finished product is checked against workplace quality standards.	1
Use mathematical ideas and techniques	Work ticket specifications are followed according to pairs and pieces.	1
Solve problems	Faults are addressed.	1
Use technology	Cut materials.	1

LMTFP2004A Cut non-printed leather by machine

Unit descriptor	This unit covers the skills and knowledge to cut non-uniform and non-printed leathers using machines, knives and interlocking knives.
Prerequisites	Nil
Application	<p>The unit applies to the cutting of irregular and non-uniform leather materials to specifications and workplace standards using machines, knives and interlocking knives. It involves the application of discretion, initiative and judgement while working to defined procedures and methods.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production
ELEMENTS	PERFORMANCE CRITERIA
1 Assess different qualities and types of materials	<p>1.1 Materials are assessed against job specifications.</p> <p>1.2 Various types and finish of materials are checked according to work ticket.</p> <p>1.3 Materials are inspected and sorted according to colours, shades and finish.</p> <p>1.4 Materials that cannot be matched are handled and stored.</p>
2 Start up, shut down, adjust and carry out minor maintenance with safety	<p>2.1 Machines are started up and shut down according to safety regulations.</p> <p>2.2 Cutting board is regularly cleaned, turned and maintained.</p> <p>2.3 Striker plate is regularly checked for distortion and damage and irregularities reported.</p>
3 Cut linings and components from materials by press or hand	<p>3.1 Knives are selected according to job specifications and size requirements and used according to OH&S practices.</p> <p>3.2 Pressures on press are adjusted to knife sizes and shapes.</p> <p>3.3 Work ticket specifications are followed according to pairs and pieces.</p> <p>3.4 Parts are cut to workplace quality standards in relation to materials flaws and acceptable levels of matching of irregular and non-uniform finishes.</p> <p>3.5 Decisions are made about individual pairs based on colour and grain approximation according to workplace quality standards.</p> <p>3.6 Pairs are cut to appropriate allowances, to achieve best yield and best matching of materials.</p>

- 3.7 Distortions and defects on press cutting knives, dies and cutting boards are identified and appropriate action taken.
- 3.8 Work is carried out according to OH&S practices.
- 4 Check finished product
 - 4.1 Finished product is checked against workplace quality standards.
 - 4.2 Failure to meet quality standards is addressed.

RANGE STATEMENT

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

- Materials may include
 - leather that is printed, oily-finished, raw surfaced or non-uniform in texture and finish
- Inspected refers to
 - visual and handling inspection
- Machines may include
 - swing beam press
 - full beam press
 - travelling head press
 - automated press
- Knives may include
 - clicking knives
 - cutting interlocking knives
- OH&S practices

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

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

EVIDENCE GUIDE

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

- Critical aspects of evidence

Demonstrates skills and knowledge to:

 - check work against specifications or workplace standards
 - prepare workstation and work before commencing operations
 - make judgements about best matching of materials so that standards for quality and best use of materials are met
 - apply appropriate cutting techniques as specified
 - apply OH&S practices in work operations
 - maintain accurate records

Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • range of materials and their directional strength and stretch • relevant machines and principles in use of cutting boards • flaws of leather, including veins, growth marks, ticks and scars • quality standards and practices • safety and environmental aspects of relevant product assembly processes • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • visually inspect and decide best match of materials • operate cutting machines and using cutting boards • obtain maximum yield and achieve quality standards of the workplace • undertake general maintenance of machines • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate in the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Communicate effectively within the workplace.	1
Collect, analyse and organise information	Materials are assessed.	2
Plan and organise activities	Knives are selected according to job specifications and size requirements.	1
Work with others and in teams	Finished product is checked against workplace quality standards.	2
Use mathematical ideas and techniques	Work ticket specifications are followed according to pairs and pieces.	2
Solve problems	Faults are dealt with.	2
Use technology	Cut materials.	2

LMTFP2005A Operate machine to sew upper

Unit descriptor	This unit covers the skills and knowledge to align and sew uppers.
Prerequisites	Nil
Application	<p>The unit applies to loading, guiding and unloading machines to sew shoe uppers. Sewing involves basic sewing techniques such as sewing in straight lines and using one type of material. Basic sewing techniques include those where the positioning of the work is controlled by machine guides or work markers and where there is uncomplicated feeding of material.</p> <p>Work is conducted according to defined procedures and methods.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production
ELEMENTS	PERFORMANCE CRITERIA
1 Prepare work pieces	1.1 Work bundle is received, checked and follow-up action taken including quality checks. 1.2 Quality of received component parts is assessed. 1.3 Work pieces are laid out in correct sequence.
2 Prepare workstation	2.1 Workbench and seating are set up to achieve operator comfort and to minimise fatigue. 2.2 Machine is cleaned and checked. 2.3 Records are maintained.
3 Prepare machine for <i>operation</i>	3.1 Machine settings are adjusted according to manufacturer instructions and specifications for work. 3.2 Threads are selected according to specifications. 3.3 Needle types, attachments and parts are checked, and worn needles and parts are changed as necessary. 3.4 Stitch length is set and tested against specifications. 3.5 Tension is set according to specifications. 3.6 Machine is tested for correct operation.
4 Perform machine sewing	4.1 Pieces are selected according to size, colour and style. 4.2 Materials are accurately positioned to achieve required specifications. 4.3 Seams are machined to achieve specific results.

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| | 4.4 | Threads are trimmed as required. |
| | 4.5 | Work is carried out according to <i>OH&S practices</i> . |
| 5 Identify poor machine performance | 5.1 | Performance of machine is regularly checked for signs of faulty performance. |
| | 5.2 | Follow-up action is taken to address faulty machine performance. |
| 6 Conduct final quality check for operations | 6.1 | Final product is checked to ensure workplace quality requirements are met. |
| | 6.2 | Production faults are addressed. |
| 7 Despatch completed work | 7.1 | Uppers are bundled, stacked and stored or despatched. |
| | 7.2 | Production faults are recorded as required. |
| | 7.3 | Records are completed. |

RANGE STATEMENT

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

- | | |
|------------------------|---|
| Machines may include | <ul style="list-style-type: none"> • manual and computerised sewing machines where the positioning of the work may be controlled by machine guide or work marker |
| Operations may include | <ul style="list-style-type: none"> • lining stitching • back seaming • binding • bar tacking |
| OH&S practices | <p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices |

EVIDENCE GUIDE

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

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| Critical aspects of evidence | <p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • check work against ticket information and workplace standards • prepare workstation and work before commencing operations • apply machining techniques |
|------------------------------|---|

	<ul style="list-style-type: none"> • operate at least one type of machine where the positioning of the work is controlled by machine guide or work marker • apply OH&S practices in work operations • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • machining techniques where the positioning of the work may be controlled by machine guides or work markers or where there is uncomplicated feeding of material • machine operating procedures • characteristics of typical leathers, fabrics, threads and other materials used in assembly and machining of uppers • quality standards and practices • safety and environmental aspects of relevant upper assembly and machining processes • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • handle, receive and assemble uppers • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate in the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Records are completed.	1
Collect, analyse and organise information	Work pieces are laid out in correct sequence.	1
Plan and organise activities	Work bundle is received, checked and any follow-up action assessed.	1
Work with others and in teams	Uppers and component parts are bundled, stacked, stored or despatched.	2
Use mathematical ideas and techniques	Stitch length is set and tested against specifications.	1
Solve problems	Production faults are dealt with.	1
Use technology	Seams are machined.	1

LMTFP2006A Machine upper according to product requirements

Unit descriptor	This unit covers the skills and knowledge to machine uppers according to product requirements.
Prerequisites	LMTFP2005A Operate machine to sew upper
Application	<p>The unit applies to loading, guiding and unloading a range of machine types to sew shoe uppers. It includes guided and freehand sewing. Sewing includes corners, curves, complex shapes, and contouring and joining of different materials. Sewing techniques include those where the positioning, feeding and handling of work pieces involves discretionary changes, contouring or critical stopping points or involving the special handling skills required to accommodate variations in materials and meet product requirements.</p> <p>Work is conducted according to defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production
ELEMENTS	PERFORMANCE CRITERIA
1 Prepare work pieces	<p>1.1 Work bundle is received, checked against product requirements, and any follow-up action taken including quality checks.</p> <p>1.2 Quality of received component parts is assessed.</p> <p>1.3 Work pieces are laid out in correct sequence according to product specifications.</p>
2 Prepare workstation	<p>2.1 Workbench and seating are set up to achieve operator comfort and to minimise fatigue.</p> <p>2.2 Machines are cleaned and checked.</p> <p>2.3 Records are maintained.</p>
3 Prepare machine for operation	<p>3.1 Machine is set up and adjusted according to manufacturer instructions and specifications for work.</p> <p>3.2 Threads are selected according to specifications.</p> <p>3.3 Needle types, attachments and parts are checked and worn needles and parts are changed as necessary.</p> <p>3.4 Stitch length is set and tested against specifications.</p> <p>3.5 Tension is set according to specifications.</p> <p>3.6 Machine is tested for correct operations.</p>

4 Perform machine sewing	4.1 Pieces are selected according to shape, size, colour and style.
	4.2 Materials are accurately positioned to achieve required specifications, including quality and to minimise stretch.
	4.3 Seams are machined to achieve specific results.
	4.4 Trimming of threads occurs as required.
	4.5 Work is carried out according to <i>OH&S practices</i> .
5 Identify poor machine performance	5.1 Performance of machine is regularly checked for signs of faulty operations.
	5.2 Follow-up action is taken to address faulty machine performance.
6 Conduct final quality check for operations	6.1 Final product is checked to ensure workplace quality standards are met.
	6.2 Production faults are addressed.
7 Despatch completed work	7.1 Uppers and component parts are bundled, stacked and stored or despatched.
	7.2 Production faults are recorded.
	7.3 Records are completed.

RANGE STATEMENT

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

Machines may include	<ul style="list-style-type: none"> • manual and computerised machines where the positioning of the work may be controlled by machine guide or work marker or where sewing is freehand
Operations may include	<ul style="list-style-type: none"> • lining stitching, back seaming, binding and bar tacking • guided and freehand sewing • working with a range of materials and shapes
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices

EVIDENCE GUIDE

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Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • check work against product requirements, ticket information and workplace standards • prepare workstation and work before commencing operations • accurately apply a range of machining techniques to sew upper so they meet product requirements • operate the range of machines used to sew uppers • apply OH&S practices in work operations • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • upper assembly processes and machines requiring the positioning, feeding and handling of work pieces • techniques for accurately sewing complex shapes, around corners, curves and contouring • operating procedures for the range of relevant machines • characteristics of typical leathers, fabrics, threads and other materials used in basic assembly and machining of uppers • quality standards and practices • safety and environmental aspects of relevant upper assembly and machining processes • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices

Underpinning skills**Demonstrates skills to:**

- assemble upper sections to product requirements
- sew accurately
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate in the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Production faults are recorded.	1
Collect, analyse and organise information	Work pieces are laid out in correct sequence.	1
Plan and organise activities	Pieces are selected according to shape, size, colour and style.	1
Work with others and in teams	Uppers and component parts are bundled, stacked, stored or despatched.	2
Use mathematical ideas and techniques	Stitch length is set and tested against specifications.	1
Solve problems	Production faults are addressed.	1
Use technology	Seams are machined.	1

LMTFP2007A Last shoe by machine

Unit descriptor	This unit covers skills and knowledge to last shoes.
Prerequisites	Nil
Application	<p>The unit applies to the lasting of shoes using machine operations, which may involve more than one type of machine, operation or process to meet product specifications. It includes the limited use of discretion, initiative and judgement.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production
ELEMENTS	PERFORMANCE CRITERIA
1 Prepare work pieces	1.1 Work bundle is received and checked, and any follow-up action taken. 1.2 Quality of received component parts is assessed. 1.3 Work pieces are laid out in correct sequence.
2 Prepare workstation	2.1 Workbench and seating are set up and prepared according to safety standards and OH&S practices . 2.2 Machines are cleaned and checked. 2.3 Records are maintained.
3 Prepare machine for operation	3.1 Lasting machine settings are adjusted according to manufacturer instructions, operator skill, and specifications for work. 3.2 Adjustments are made to machine in relation to heat, pressure for pulling and for lasting time. 3.3 Lasting machine is monitored for correct operations.
4 Perform lasting process	4.1 Upper is positioned precisely on machine and guided through pulling and lasting operations, correct operations are checked and settings adjusted to obtain specified quality outcomes and to reflect construction techniques. 4.2 Lasting machine is monitored for correct operations. 4.3 Work is carried out according to OH&S practices .
5 Identify poor machine performance	5.1 Performance of machine is regularly checked for signs of faulty operations. 5.2 Faults in performance are addressed.

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| 6 Despatch completed work | 6.1 Work is bundled, stacked and stored or despatched. |
| | 6.2 Production faults are recorded. |
| | 6.3 Records are completed. |

RANGE STATEMENT

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

Machines may include

- toe laster
- side laster
- seat laster
- seat and side laster
- forepart laster
- force lasting machine
- setting and adjusting of machines to meet specifications

Operations may include

OH&S practices

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

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

EVIDENCE GUIDE

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

Critical aspects of evidence

Demonstrates skills and knowledge to:

- set machines to meet production requirements
- check work against ticket information and workplace practices
- prepare workstation and work before commencing operations
- operate more than one type of machine or operate a complex machine or process
- carry out minor machine maintenance
- apply OH&S practices
- maintain accurate records

Consistency in performance

Consistently applies skills and knowledge when:

- organising work

	<ul style="list-style-type: none"> • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • machine operations requiring the positioning, feeding and handling of work pieces • procedures for single or multiple machine operations and processes • characteristics of typical leathers and how to make allowances for variations • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • handle and position uppers • carry out production machine tasks • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate in the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Example	Level
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Communicate ideas and information	Records are completed.	2
Collect, analyse and organise information	Work bundle is received, checked and follow-up action assessed.	2
Plan and organise activities	Lasting machine is set up.	2
Work with others and in teams	Work is bundled, stacked, stored or despatched.	2
Use mathematical ideas and techniques	Adjustments are made to the machine in relation to heat, pressure for pulling and for lasting time.	2
Solve problems	Operations are checked and settings adjusted as required.	2
Use technology	Last machining is completed.	3

LMTFP2008A Perform moulding operations

Unit descriptor	This unit covers the skills and knowledge to perform moulding operations.
Prerequisites	Nil
Application	<p>The unit applies to the preparation, operation, monitoring and adjusting of moulding machines used to mould and attach soles to footwear.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production

ELEMENTS

PERFORMANCE CRITERIA

1 Set up and load moulding machine	<p>1.1 Machine settings are adjusted to meet product requirements.</p> <p>1.2 Sole moulds are checked and set according to manufacturer specifications.</p> <p>1.3 Mould size, type and date stamp are checked.</p> <p>1.4 Lasted uppers are loaded onto machine.</p> <p>1.5 Mould material is prepared and checked for production.</p> <p>1.6 Moulding tools and equipment are prepared and checked for production.</p> <p>1.7 Non-conforming materials are reported.</p> <p>1.8 Area around machine is cleaned during and on completion of setting and loading.</p>
2 Operate and monitor moulding machine	<p>2.1 Machine is started up and shut down according to manufacturer requirements.</p> <p>2.2 Machine operation is monitored to ensure correct procedures are assessed and product meets quality standards.</p> <p>2.3 Checks are performed to ensure required flow of moulding material.</p> <p>2.4 Non-conforming product is reported.</p> <p>2.5 Waste is sorted.</p> <p>2.6 Machine is cleaned when required.</p> <p>2.7 Minor product process and machine faults are identified and addressed to meet specified requirements.</p> <p>2.8 Major machine or product faults are reported.</p> <p>2.9 Moulding is conducted according to OH&S practices</p>

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| 3 Remove footwear from machine | 3.1 Moulded sole is checked against quality standards. |
| | 3.2 Footwear is unloaded from moulding machine according to manufacturer specifications. |
| | 3.3 Cleaning of area is completed to ensure work environment is maintained in a safe and productive manner. |
| 4 Complete records | 4.1 Production records and other documentation is accurately completed. |

RANGE STATEMENT

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

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| Mould material may include | <ul style="list-style-type: none">• PVC• rubber• polyurethane• dual density polyurethane• thermoplastic polyurethane |
| Moulding tools and equipment may include | <ul style="list-style-type: none">• Allen keys• soft-faced mallet• spanners• gloves• punch• apron• tape• shaping block |
| Checks may include | <ul style="list-style-type: none">• pigment tanks are full and stirred• heads are clear and greased• mould release tanks are full• electrostatic wire is clean• nozzle caps are in good condition |
| OH&S practices | <p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices |

EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • check machine settings to meet production requirements • operate and monitor moulding machine involving defined procedures and methods • make minor adjustments • check product samples against standards • load and unload products • complete records accurately and completely • apply OH&S practices in work operations
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • procedures and guidelines for safe operation of moulding machine • typical fault conditions and related fault finding procedures • machine maintenance and repair techniques • technical specifications manuals • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • check machine safety equipment and report any faults • check machine maintenance records • recognise fault conditions • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records

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

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Production records are completed.	2
Collect, analyse and organise information	Production specifications are used to set moulding machine.	2
Plan and organise activities	Production requirements are identified.	1
Work with others and in teams	Work is conducted with others to ensure continuous production.	2
Use mathematical ideas and techniques	Quantities of moulding materials required are identified.	1
Solve problems	Non-conformances are identified and addressed or referred.	2
Use technology	Moulding machine is used efficiently and safely.	2

LMTFP2009A Perform footwear finishing operations

Unit descriptor	This unit covers the skills and knowledge to perform footwear finishing operations.
Prerequisites	Nil
Application	<p>The unit applies to activities associated with completing a sequence of finishing operations on footwear. Finishing operations may include hand or machine tasks such as attaching buckles, cutting loose threads, lacing shoes, inserting heel pads, attaching labels, polishing, cleaning, spraying, boxing and despatching.</p> <p>Work performed may require some decision making within defined procedures.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production

ELEMENTS	PERFORMANCE CRITERIA
1 Prepare workstation	<p>1.1 Workbench and seating are set up and prepared according to safety standards and OH&S practices.</p> <p>1.2 Components are laid out in correct sequence.</p>
2 Finish work	<p>2.1 Finishing operations are performed according to customer specifications.</p> <p>2.2 Footwear is checked against specifications to ensure correct sizing.</p> <p>2.3 Faults are identified, reported and returned to appropriate section for repair according to quality standards.</p> <p>2.4 Production and other records are completed.</p> <p>2.5 Action is taken according to OH&S practices to prevent accidents and to eliminate risks to personal safety.</p>
3 Despatch footwear	<p>3.1 Pieces are bundled, stacked and stored or despatched.</p> <p>3.2 Production faults are recorded.</p> <p>3.3 Records are completed.</p>

RANGE STATEMENT

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

Components may include	<ul style="list-style-type: none">• buckles• labels• heel pads• laces
Finishing operations may include	<ul style="list-style-type: none">• trimming loose threads• checking• spraying• cleaning• polishing• hand or machine sewing buckles• attaching accessories or trims• inserting heel cushion pads• flaring• lining trimming• attaching labels• pairing up• boxing• despatching
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices

EVIDENCE GUIDE

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

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

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Task procedures are discussed with supervisor.	2
Collect, analyse and organise information	Task requirements are received and clarified.	2
Plan and organise activities	Work is prepared for activity.	2
Work with others and in teams	Activities are conducted in cooperation with others.	2
Use mathematical ideas and techniques	Quantity of components required is determined.	2
Solve problems	Faults are reported.	2
Use technology	Finishing equipment is used.	2

LMTFP2010A Repair footwear product

Unit descriptor	This unit covers the skills and knowledge to repair footwear products.
Prerequisites	Nil
Application	<p>The unit applies to the repairing of footwear products at different stages of production to meet quality standards. It involves the use of discretion, initiative and judgement in own work.</p> <p>The unit may include minor machine and tool maintenance applicable to the repair task.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production

ELEMENTS	PERFORMANCE CRITERIA
1 Determine requirements	<p>1.1 Footwear product is inspected for areas requiring repair and deviations from job specifications and <i>quality standards</i>.</p> <p>1.2 Requirements for repair of footwear product are determined and specifications for repair task are documented.</p> <p>1.3 Repair work is planned according to time and resources available.</p>
2 Prepare for repair	<p>2.1 Materials required for repair task are assembled and checked for compliance with job specifications.</p> <p>2.2 Machinery, equipment, tools and materials required for repair task are assembled and checked for readiness for use.</p> <p>2.3 Any faults in equipment or tools are addressed to ensure readiness for use.</p> <p>2.4 Footwear product is prepared to ensure readiness for repair.</p>
3 Undertake repair	<p>3.1 <i>Repair</i> is undertaken to restore footwear to standard specified using a range of techniques and materials and according to <i>OH&S practices</i>.</p> <p>3.2 Footwear product is checked against specifications and appropriate quality standards and adjustments are made as required.</p> <p>3.3 Once adjustments are made, footwear product is returned to production line, prepared for storage or transferred to appropriate work section, as required.</p> <p>3.4 Paperwork and documentation is completed.</p>

RANGE STATEMENT

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

Quality standards may be defined in	<ul style="list-style-type: none">• product designs and patterns• job cards• work sheets• job specifications
Addressed may include	<ul style="list-style-type: none">• conducting minor maintenance• referring to appropriate personnel
Preparation for repair includes	<ul style="list-style-type: none">• unpicking stitching, ungluing or removing bonding• roughening surfaces using grinders, abrasive• removing rough or loose materials• removing sole
Repair includes	<ul style="list-style-type: none">• removing and replacing incorrectly fitted sole• trimming excess materials• correcting stitching and trims• removing rough surfaces
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none">• manual handling techniques• standard operating procedures• personal protective equipment• safe materials handling• taking of rest breaks• ergonomic arrangement of workplaces• following marked walkways• safe storage of equipment• housekeeping• reporting accidents and incidents• environmental practices

EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none">• assess products for repair• repair product to optimum condition• check repair against quality standards• interact with work personnel or client• apply OH&S practices in work operations• maintain accurate records
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Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • footwear production processes • characteristics of materials used in product construction • appropriate repair techniques and their application • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • perform a range of repair techniques to the required industry standard • use hand and a range of machine appropriate to the repair task • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate in the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Specifications for repair task are documented.	2
Collect, analyse and organise information	Footwear product is inspected for deviations from job specifications.	2
Plan and organise activities	Repair work to be undertaken is planned and sequenced.	2
Work with others and in teams	Product is returned to the production line.	2
Use mathematical ideas and techniques	Repair is planned and sequenced according to the time and resources available.	2
Solve problems	Footwear is restored to the standard specified.	2
Use technology	A range of techniques and materials is used.	2

LMTFP2011A Perform table-based operations

Unit descriptor	This unit covers the skills and knowledge to undertake table-based operations in footwear production.
Prerequisites	Nil
Application	<p>The unit applies to the preparation and production of components using table-based operations, working to defined procedures and methods. Table-based operations may apply to various aspects of footwear production processes, including preparation for cutting, preparation of uppers, preparation for assembly and making of shoes and components.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production
ELEMENTS	PERFORMANCE CRITERIA
1 Prepare work pieces	1.1 Work bundle is received, checked and any follow-up action assessed. 1.2 Quality of received component parts is assessed. 1.3 Work pieces are laid out in correct sequence.
2 Prepare workstation	2.1 Workstation is set up according to work requirements and to achieve operator comfort and minimise fatigue. 2.2 Tools are cleaned and checked and minor maintenance carried out to ensure operational readiness. 2.3 Records are maintained.
3 Carry out table-based activities	3.1 Table-based operations , appropriate to production task, are performed to quality specifications. 3.2 Tools are used according to OH&S practices to achieve specifications. 3.3 Appropriate materials are used correctly to achieve specifications. 3.4 OH&S practices are followed.

RANGE STATEMENT

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

Table-based operations

- may apply to various aspects of footwear production processes including:
 - preparation for cutting
 - preparation of uppers
 - preparation for assembly/making of shoes
 - making of components
 - making/fitting trims
 - inspection of incoming materials

OH&S practices

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

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

EVIDENCE GUIDE

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

Critical aspects of evidence

Demonstrates skills and knowledge to:

- check work against ticket information and workplace standards
- prepare workstation and work before commencing operations
- applying techniques over the range of required table-based operations
- use processes and hand tools associated with table-based operations
- carry out minor tool maintenance
- apply OH&S practices in work operations, with particular reference to adhesives and use of tools
- maintain accurate records

Consistency in performance

Consistently applies skills and knowledge when:

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

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

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Example	Level
Communicate ideas and information	Task procedures are discussed with supervisor.	1
Collect, analyse and organise information	Task requirements are received and clarified.	1
Plan and organise activities	Work pieces are planned and laid out in correct sequence.	1

Work with others and in teams	Activities are conducted to support others.	1
Use mathematical ideas and techniques	Required materials, components, etc. are determined.	1
Solve problems	Faults are identified and reported to supervisor.	1
Use technology	Tools are used effectively and safely.	1

LMTFP3001A Cut leather by hand

Unit descriptor	This unit covers the skills and knowledge to cut leather by hand.
Prerequisites	Nil
Application	<p>The unit applies to the cutting of leather by hand working largely independently and being accountable for own results including carrying out assigned tasks, coordinating processes and setting and working to deadlines. It includes simple and complicated pattern pieces and a range of leather qualities.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production
ELEMENTS	PERFORMANCE CRITERIA
1 Set up workstation	<p>1.1 Workstation is set up according to specifications.</p> <p>1.2 Cutting equipment and patterns are selected and prepared according to specified work and sizes, and manufacturer instructions.</p> <p>1.3 Materials are collected, sorted and laid out in preparation for cutting.</p> <p>1.4 Cutting board is routinely cleaned and maintained.</p> <p>1.5 Records are maintained.</p>
2 Assess leather	<p>2.1 The <i>leather</i> is assessed for scars, marks and faults that impact on cutting.</p> <p>2.2 Leather is assessed and sorted to comply with requirements of different jobs and pattern pieces.</p>
3 Cut leather by hand	<p>3.1 Problems or faults with patterns, knives and cutting boards are identified and referred for repair.</p> <p>3.2 Cutting knives and patterns are used to minimise waste.</p> <p>3.3 Scars, marks and fault areas of high-quality leather are identified and patterns are positioned accordingly.</p> <p>3.4 Patterns are positioned to allow for identified flaws, nap of suede or other grain or print characteristics of leather.</p> <p>3.5 Cutting techniques are used to match pattern shape, size and leather quality.</p>

- 3.6 Pieces are cut precisely to size and are colour coded and size and colour matched.
- 3.7 Work is carried out according to ***OH&S practices***.
- 4 Check finished product
 - 4.1 Finished products are checked against job specifications and workplace standards.
 - 4.2 Fault or irregularities are addressed.

RANGE STATEMENT

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

Leather may include

- buffalo
- cow
- calf
- kid
- kangaroo
- deer
- fish
- reptile
- emu

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

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

EVIDENCE GUIDE

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

Critical aspects of evidence Demonstrates skills and knowledge to:

- plan and coordinate complicated cutting operations
- check work against work specifications and enterprise standards
- prepare equipment and work before commencing operations
- apply techniques in over the full range of cutting operations
- check work against specifications

	<ul style="list-style-type: none"> • apply OH&S practices in work operations • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail according to instructions • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • equipment required for both complicated and uncomplicated cutting operations • cutting board maintenance • leather types, their qualities and principles of cutting • enterprise standards • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • identify faults in different types of leather • rectify redeemable faults • adhere to the quality requirements of the enterprise • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate in the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Records are completed.	2
Collect, analyse and organise information	Workstation is set up according to specifications.	3
Plan and organise activities	Materials are collected, sorted and laid out.	2
Work with others and in teams	Finished products meet workplace specifications.	2
Use mathematical ideas and techniques	Patterns are positioned.	1
Solve problems	Faults or irregularities are corrected.	3
Use technology	Pieces are cut.	1

LMTFP3002A Hand last shoe

Unit descriptor	This unit covers skills and knowledge to last shoes using hand processes.
Prerequisites	Nil
Application	<p>The unit applies to work involving the hand lasting of shoes, which requires operator dexterity and accuracy in regard to positioning and guiding of work. It involves working independently and being accountable for own results including carrying out assigned tasks, coordinating processes, and setting and working to deadlines.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production
ELEMENTS	PERFORMANCE CRITERIA
1 Prepare workstation and components	1.1 Work bundle is received, checked and any follow-up action taken. 1.2 Quality of received component parts is assessed. 1.3 Work pieces are laid out in correct sequence. 1.4 Tools are checked. 1.5 Records are maintained.
2 Attach insole and upper to form	2.1 Last or foot form is checked before attaching insole and upper checking for sizes. 2.2 Insole is attached to last by hand, positioning it to shape of last and to match size and pairs. 2.3 Toes and upper are positioned.
3 <i>Hand last</i> the shoe	3.1 Upper is positioned precisely and manipulated through lasting process, checking for correct operations and adjusting as required to achieve quality requirements and to reflect construction technique. 3.2 Adjustments are made as required to achieve placement. 3.3 Shanks and stiffeners are attached and staples are applied as required. 3.4 Lasting is conducted according to <i>OH&S practices</i> .
4 String last as required	4.1 Holes are punched in shoe bottom by hand or by machine as required. 4.2 Upper is placed on last and upper is secured in place by tacks. 4.3 Opposite holes are stitched and pulled tight by hand or machine using waxed string and tacks are removed.

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| 5 Despatch
completed work | 5.1 Work is bundled, stacked and stored or despatched.
5.2 Production faults are recorded.
5.3 Records are completed. |
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RANGE STATEMENT

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

Hand last may include

- techniques for specific requirements of construction technique, e.g. cement, moulded, welt, veldtschoen, moccasin, Californian slip lasting and string lasting

OH&S practices

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

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

EVIDENCE GUIDE

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

Critical aspects of evidence	Demonstrates skills and knowledge to: <ul style="list-style-type: none">• check work against ticket information and workplace practices• prepare workstation and work before commencing operations• apply hand lasting techniques appropriate to the construction process• apply OH&S practices in work operations• maintain accurate records
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Consistency in performance	Consistently applies skills and knowledge when: <ul style="list-style-type: none">• organising work• completing tasks according to instructions• working systematically with attention to detail according to instructions• identifying improvements and avoiding damage• using workplace practices• using OH&S practices• recording and reporting accidents and incidents• assessing operational readiness of equipment
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	<ul style="list-style-type: none"> recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> characteristics of typical leathers and how to minimise stretch and how to make allowances for variations quality standards and practices OH&S practices including hazard identification and control measures workplace practices recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> handle and position materials with dexterity and accuracy read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material maintain accurate records communicate in the workplace sequence operations meet specifications clarify and check task-related information carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Records are communicated with appropriate personnel.	1
Collect, analyse and organise information	Records are collected and analysed.	2
Plan and organise activities	Work sequence is planned and organised.	2
Work with others and in teams	Production requirements are communicated to appropriate personnel.	1
Use mathematical ideas and techniques	Production requirements are calculated with view to achieving specification and quality outcomes.	2

Solve problems	Adjusting last where required to achieve quality requirements and to reflect construction technique.	2
Use technology	Equipment is used correctly.	2

LMTFP3003A Assemble shoe by hand

Unit descriptor	This unit covers the skills and knowledge to assemble shoes by hand.
Prerequisites	LMTFP2001A Identify materials used in footwear production
Application	<p>The unit applies to the assembly of shoes using mainly hand processes working largely independently and being accountable for own results including planning, carrying out assigned tasks, coordinating processes, and setting and working to deadlines.</p> <p>It covers the assembly of components according to specifications but does not include the preparation of components such as cutting, lasting, making sole or heel, etc. If these skills are required, then appropriate units should also be selected.</p> <p>It involves the use of operations involving operator dexterity and accuracy in regard to the positioning and guiding of work</p> <p>Work is most likely to be conducted in a small business situation on custom-made shoes however it may also be conducted in medium to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production
ELEMENTS	PERFORMANCE CRITERIA
1 Set up workstation	1.1 Workstation is set up, appropriate to construction process being used. 1.2 Tools, machines and equipment are set up, checked and adjusted for correct operation. 1.3 Adjustments are made to machines to accommodate specific product requirements. 1.4 Records are maintained.
2 Prepare parts for assembly	2.1 Work ticket is followed to collect and sort parts including last, uppers, insoles, heels and soles. 2.2 Parts and components are prepared and positioned, appropriate to construction process. 2.3 The sequencing of operations to meet job specifications and timeframes is determined.
3 Assemble the shoe	3.1 Shoe components are positioned according to construction process to be used. 3.2 Shoe components are attached and assembled in correct sequence.

- 3.3 Shoe is slipped from last.
- 3.4 Uppers, heels, edges and soles are finished off using appropriate hand and machine operations and materials.
- 3.5 Shoe assembly is conducted according to ***OH&S practices***
- 4 Conduct final quality check and despatch work
 - 4.1 Final quality check is conducted to ensure compliance with job specifications and workplace quality standards.
 - 4.2 Corrections are made to product as required to meet specifications.
 - 4.3 Work is despatched to next stage.

RANGE STATEMENT

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

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| Components may include | <ul style="list-style-type: none"> • soles • shanks • filler blocks • uppers • heels • linings |
| OH&S practices | <p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices |

EVIDENCE GUIDE

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

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| Critical aspects of evidence | <p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • plan and coordinate operations involved in assembly of shoe components • check work against ticket information and workplace practices • prepare workstation and work before commencing construction operations • carry out all operations using machines and processes required for the assembly of shoe components • make adjustments to machines, as required |
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	<ul style="list-style-type: none"> • check product against standards • apply OH&S practices in work operations • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail according to instructions • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • footwear production processes and machines requiring operator dexterity in handling and positioning of work • materials used, including adhesives, solvents and abrasives, and safety requirements of their use • materials, stitch types, needle types, thread qualities, as required • quality standards and practices • OH&S practices, including hazard identification and control measures • workplace practices • recording and reporting practices
Underpinning skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • plan, sequence and coordinate shoe construction operations • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • communicate in the workplace • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Production requirements are communicated with customers or appropriate personnel.	2
Collect, analyse and organise information	Production requirements are determined from client requirements or product specifications.	2
Plan and organise activities	Tools, machines and equipment required for production are organised.	2
Work with others and in teams	Machine and equipment requirements are communicated to appropriate personnel.	2
Use mathematical ideas and techniques	Production outcome quantities are determined.	2
Solve problems	Production problems are identified and rectified.	2
Use technology	Equipment is used.	2

LMTFP3004A Contribute to footwear production improvement processes

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

ELEMENTS

PERFORMANCE CRITERIA

1 Identify key elements of production requirements	1.1 Key customers and their needs and expectations are identified. 1.2 Footwear production processes are described in terms of how they contribute to the value chain. 1.3 Key suppliers are identified and their role in the value chain described. 1.4 Quality standards for critical points of production process are identified. 1.5 Production requirements are identified.
2 Review production processes	2.1 Housekeeping practices are identified and reviewed against standards to assess conformity. 2.2 OH&S practices are identified and reviewed against organisational standards to assess conformity. 2.3 Production waste is identified. 2.4 Methods of monitoring production outcomes are identified. 2.5 Footwear production outcomes are assessed against production goals.
3 Identify improvement opportunities	3.1 Opportunities for improvement are identified. 3.2 Suggestions for improvement are made.

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

RANGE STATEMENT

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

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| Footwear production processes may include | <ul style="list-style-type: none"> • receiving and processing of materials and components • identification of materials quality • specialist machine use such as sole moulding • repairs and alterations • testing, inspecting • despatch, storage, packing • finishing processes |
| Suppliers may include | <ul style="list-style-type: none"> • suppliers of materials and components • personnel, specialist support, contractors • despatch, warehousing, transport operators • publicity and promotional suppliers • machinery and equipment suppliers and repair contractors |
| Production requirements may include | <ul style="list-style-type: none"> • timing requirements • quantity • quality • specific order requirements • procedural requirements • OH&S • personnel • resource use |
| Production waste may include | <ul style="list-style-type: none"> • unusable materials, off-cuts • delays • movement and transport • poor process design • inventory • inefficient performance of a process • making defective items |

Tested may include	<ul style="list-style-type: none"> • trialled • verified • piloted • measured against research
Appropriate personnel may include	<ul style="list-style-type: none"> • managers • supervisors • colleagues • specialist staff
OH&S practices	<p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices

EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • review footwear production processes • identify and assess improvement opportunities • evaluate implications of improvement • identify and interpret workplace standards • communicate process improvement options
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail according to instructions • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.</p>
Context for	<p>Assessment may occur on the job or in an appropriately simulated</p>

assessment	environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.
Underpinning knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> • quality standards applying to footwear handling procedures, construction processes and finished product • impact of incorrect production techniques • production suppliers and value chain concepts • OH&S practices, including hazard identification and control measures • quality practices • workplace practices • recording and reporting practices
Underpinning skills	Demonstrates skills to: <ul style="list-style-type: none"> • plan product construction • analyse and evaluate • communicate effectively within the workplace with colleagues and management • conduct quality checks to identify non-compliances with quality standards • read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material • maintain accurate records • sequence operations • meet specifications • clarify and check task-related information • carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Example	Level
Communicate ideas and information	Team members are communicated with to identify opportunities to improve quality.	3
Collect, analyse and organise information	Production requirements are determined from client or product specifications.	2
Plan and organise activities	Team meetings are organised to consider process improvements.	2
Work with others and in teams	Work allocations to produce the best results within specified timeframes are determined.	3

Use mathematical ideas and techniques	Production outcome quantities and timeframes are identified.	3
Solve problems	Opportunities to improve quality are identified.	3
Use technology	Machine processes are identified and monitored for efficiency.	3

LMTFP3005A Supervise footwear production operations

Unit descriptor	This unit covers the skills and knowledge to supervise operations in a designated area within a footwear production enterprise, to ensure team operations meet production requirements.
Prerequisites	Nil
Application	<p>The unit applies to a first line, team leader supervisory role in a team or work area within a footwear production enterprise. The unit requires extensive knowledge and experience in working with footwear production machines, equipment and processes. Supervisory responsibilities include overseeing the team's production quality and throughput, and ensuring training, team relations, resource allocation and work organisation support team productivity.</p> <p>They include providing technical support to operators, overseeing production processes to ensure they meet organisational and safety standards, and providing communication links between staff and management.</p> <p>Work may be conducted in small to large scale enterprises and may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production
ELEMENTS	PERFORMANCE CRITERIA
1 Identify scope of supervisory responsibility	1.1 Machine operations, staff, resources and <i>production processes</i> within work area are identified. 1.2 Scope and limitations of supervisory role are identified. 1.3 Production targets are identified.
2 Provide technical support to operators	2.1 Operator roles and allocation of personnel are identified. 2.2 Operator productivity is monitored. 2.3 Training needs are identified and communicated to appropriate personnel. 2.4 Technical problems raised by operators regarding machinery, product quality and operational safety are addressed. 2.5 Technical support in skills and knowledge associated with production of footwear products is provided to operators.

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| 3 Lead team activity | 3.1 Production standards are communicated to team members.
3.2 Work allocation requirements are monitored and addressed in order to maintain optimum production efficiency.
3.3 Targets and procedures are communicated to relevant personnel in a logical and easily understood manner.
3.4 Team communications and relations are monitored and supported.
3.5 Team compliance with <i>OH&S practices</i> and workplace practices is monitored.
3.6 Production output is monitored against targets and <i>addressed as necessary</i> . |
| 4 Liaise with downstream and upstream production areas and management | 4.1 Liaison with downstream and upstream production areas is maintained to ensure quality and efficiency of production.
4.2 Management is kept informed of progress and any <i>issues that may affect production outcomes</i> .
4.3 Ongoing liaison is maintained with management to guide production supervision. |
| 5 Ensure workplace documentation | 5.1 Documentation procedures are identified for each step of production process.
5.2 Compliance with documentation requirements is monitored.
5.3 Movement of materials through production process is monitored to assess progress.
5.4 Production documentation is completed. |

RANGE STATEMENT

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

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| Production processes may include | <ul style="list-style-type: none"> • machines and equipment used in the various sectors of the footwear production industry including: <ul style="list-style-type: none"> • moulding • sewing machines • cutting machines • robots |
| OH&S practices | <p>OH&S practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping |

Addressed as necessary may include	<ul style="list-style-type: none"> • reporting accidents and incidents • environmental practices • communicating requirements to operators • providing coaching or other relevant support • referring to appropriate personnel • allocating appropriate staff or resources • implementing disciplinary procedures • problem solving team or technology issues
Issues which may affect production outcomes may relate to	<ul style="list-style-type: none"> • staffing • machinery • materials • schedules

EVIDENCE GUIDE

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

Critical aspects of evidence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • lead machine operations, staff and production processes • communicate with other employees and management • implement appropriate ways of correcting non-compliance and inefficiencies • apply techniques to monitor production work • provide technical support • apply OH&S practices in work operations • check production outputs against specifications • maintain accurate records
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> • organising work • completing tasks according to instructions • working systematically with attention to detail according to instructions • identifying improvements and avoiding damage • using workplace practices • using OH&S practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OH&S practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent assessment	<p>This unit may be assessed independently or in combination with other relevant units.</p>
Underpinning knowledge	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • production and workflow system in the workplace • factors and constraints that impact on effective workflow

- ways of controlling factors and constraints
- efficient operation of all footwear production machines and processes within area of supervision
- quality assurance standards and procedures
- OH&S legislation
- OH&S practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Underpinning skills

Demonstrates skills to:

- allocate resources (machines, staff, materials and production processes)
- clarify and communicate tasks, roles and responsibilities
- allocate work for operators or team members
- identify and report problems with workflow
- solve problems
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate in the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Technical knowledge is communicated with operators.	3
Collect, analyse and organise information	Documentation is reviewed at each process outcome.	3
Plan and organise activities	Staff is allocated to meet production requirements.	3
Work with others and in teams	Relations with team members are positive and supportive.	2
Use mathematical ideas and techniques	Resource allocation is anticipated and accommodated.	2
Solve problems	Technical and product quality problems raised by operators are resolved.	3
Use technology	Footwear production machinery within work area is used efficiently and safely.	3

LMTFP3006A Apply foot anatomy principles to footwear production

Unit descriptor	This unit covers the skills and knowledge to identify and describe the main structure and functions of the foot and to apply these principles to the design and production of footwear.
Prerequisites	Nil
Application	<p>The unit applies to identifying the structure and functions of the foot and how normal footwear design features meet these requirements. The unit does not cover abnormal anatomy or medical conditions affecting feet. The retailing, alteration and manufacture of footwear for clients needing shoes or prostheses for surgical and medical conditions are covered by the Medical Grade Footwear units and qualifications.</p> <p>The unit applies to small manufacturers making footwear by hand and dealing direct with the public.</p> <p>Work may involve individual and team activities.</p> <p>The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:</p> <ul style="list-style-type: none"> • requirements prescribed by legislation, awards, agreements and conditions of employment • standard operating procedures • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control, and recycling
Sector	Footwear Production

ELEMENTS

PERFORMANCE CRITERIA

1 Describe the structure and functions of the foot	1.1 The main <i>foot structures</i> are identified. 1.2 Functions of main foot muscles are described. 1.3 Functions of main tendons and ligaments in foot are described. 1.4 The main <i>functions</i> of foot are identified.
2 Describe the main features and functions of footwear	2.1 <i>Types of footwear</i> are identified and their uses described. 2.2 <i>Footwear features</i> are described. 2.3 <i>Processes</i> used to produce footwear features are described. 2.4 <i>Instances</i> where <i>specialised footwear</i> may be required are identified.
3 Assess the impact of footwear features	3.1 The effect of poor-fitting or poorly made shoes is described. 3.2 Features of footwear are related to foot function and structure. 3.3 Footwear product is assessed for its capacity to support ideal performance of foot.

- 3.4 Referral to a medical practitioner, podiatrist or medical grade footwear practitioner is suggested if a surgical or medical footwear condition is suspected.
- 3.5 Quality processes used in workplace to ensure production of optimal footwear products are identified.

RANGE STATEMENT

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

Foot structures may include	<ul style="list-style-type: none">• muscles• bones• ligaments• joints• nervous system
Functions may include	<ul style="list-style-type: none">• balance• walking• standing• running• climbing• specific sports• kicking• jumping
Types of footwear may include	<ul style="list-style-type: none">• safety boots• work boots and shoes• fashion shoes• everyday wear shoes• walking boots and shoes• sport shoes
Footwear features may include	<ul style="list-style-type: none">• steel caps• moulded soles• heels• reinforcement• lining• laces and buckles• elastic sides• size• shape
Processes may include	<ul style="list-style-type: none">• designing• developing patterns and lasts• stitching• selection of materials• manufacture of uppers, inner soles, linings, soles• quality checks

Instances may include	<ul style="list-style-type: none"> • injuries • health conditions such as diabetes • amputations • diseases affecting the foot or ankle • sizing • foot muscle and structural features • deformities
Specialised footwear may be required for	<ul style="list-style-type: none"> • flat feet • size difference • wide feet

EVIDENCE GUIDE

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

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

Underpinning skills

Demonstrates skills to:

- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- clarify and check task-related information

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Example	Level
Communicate ideas and information	Foot structure is described.	2
Collect, analyse and organise information	Information is accessed and used to assist in identification of the foot structure.	2
Plan and organise activities	Considerations for footwear fitting are identified.	2
Work with others and in teams	Questions are used to access information.	2
Use mathematical ideas and techniques	Measurements are calculated for production of footwear.	2
Solve problems	Footwear features that support foot structure and function are identified.	2
Use technology	Foot measuring equipment is used appropriately.	2

LMTPDFT-01A Design tooling

Unit descriptor This unit encompasses the skills and knowledge required to design tooling required for producing footwear within the enterprise.

Prerequisites Nil

Application

Sector Footwear Production

ELEMENTS

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Clarify requirements | 1.1 Tooling requirements are defined and/or clarified in accordance with enterprise procedures |
| 2. Contribute to development of design/engineering specifications | 2.1 Engineering/design specifications for tooling are developed, which include items to be produced internally or by external suppliers
2.2 Specification details are confirmed and prepared in accordance with enterprise procedures, including required standards of construction and overall quality |
| 3. Liaise with engineering or external supplier | 3.1 Tooling brief is provided to engineering and/or external supplier, as required
3.2 Liaison occurs with the component supplier and/or engineering area to manufacture knives or tooling |

RANGE STATEMENT

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

- | | |
|----------------------------------|---|
| General context | <ul style="list-style-type: none"> • Work involves the design of tooling to meet specific manufacturing requirements • Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes • Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations |
| Worksite environment may include | <ul style="list-style-type: none"> • Work may be conducted in a large scale production or small business situation • The competencies can refer to enterprise and client initiated ideas or requests • Size and work organisation within enterprise will determine the range of interaction with other areas, e.g.: <ul style="list-style-type: none"> • prototype or sample maker, • engineering • management • external supplier • Tooling may include cutting knives or punch dies • Tooling activities may involve: |

	<ul style="list-style-type: none"> • CAD system • manual design methods • The competencies are applied under general guidance on progress and outcomes • Knowledge and skills are applied to a wide range of tasks and/or roles • The competencies are used within routines, methods and procedures • Data entry/recording may include: <ul style="list-style-type: none"> • keyboard • .computer aided drafting input device • manual operations
Sources of information/documents may include	<ul style="list-style-type: none"> • Work specifications • Design drawings/sketches • Shoe construction instructions • Organisation work procedures • Organisational or external personnel • Quality and Australian standards and procedures • Customer/s requirements
Workplace context may include	<ul style="list-style-type: none"> • Work organisation procedures and practices relating to the design of tooling to meet specific manufacturing requirements • Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> • workplace agreements and awards • Federal or State/Territory legislation • standard work practices • Reporting actions include verbal and written communication in accordance with organisational policies and procedures • Communication may be oral, written or visual and can include simple data • 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 • Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
Applicable regulations and legislation may include	<ul style="list-style-type: none"> • Occupational health and safety legislation relevant to workplace activities • Workers' compensation legislation

EVIDENCE GUIDE

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

Critical aspects of evidence to be considered	<p>Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • define requirements • develop accurate specifications • assess technical requirements • liaise with engineer/external supplier • communicate effectively with design team, customers, etc. • apply workplace health and safety policies in work operations • maintain accurate records
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Interdependent assessment of units	<ul style="list-style-type: none"> • This unit does not need to be assessed in conjunction with other units
Required knowledge and skills	<ul style="list-style-type: none"> • Underpinning knowledge of: <ul style="list-style-type: none"> • the requirements of tooling design • footwear construction • quality requirements • materials used in footwear production • safety and environmental aspects of relevant enterprise activities • workplace procedures and reporting processes • relevant OH&S legislation and codes of practice • Underpinning skills to: <ul style="list-style-type: none"> • prepare specifications • use manual or CAD systems • communicate effectively with individuals, work groups and supervisors • maintain records, document and transfer information • interpret and carry out established procedures
Resource implications	<ul style="list-style-type: none"> • Access to real or appropriately simulated tooling design situations • This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
Consistency in performance	<ul style="list-style-type: none"> • Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> • planning and organising work • interpreting design drawings, sketches and specifications • completing tasks • identifying improvements • applying safety precautions relevant to the task • Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> • hazard policies and procedures including codes of practice • job procedures and work instructions • quality procedures (where existing) • waste, pollution and recycling management processes • Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures • Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others • Work completed systematically with attention to detail without damage to goods, equipment or personnel
Context for assessment	<ul style="list-style-type: none"> • Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Level
Communicate ideas and information	3
Collect, analyse and organise information	3
Plan and organise activities	3
Work with others and in teams	3
Use mathematical ideas and techniques	3
Solve problems	3
Use technology	3

LMTPDFT-02A Assist with development of design

Unit descriptor This unit encompasses the skills and knowledge required to design tooling required for producing footwear within the enterprise.

Prerequisites Nil

Application

Sector Footwear Production

ELEMENT

PERFORMANCE CRITERIA

1. Interpret design instructions within specified guidelines
 - Design instructions are clarified, in consultation with designer, sales team, management and/or client, where required
 - A strategy plan and/or critical path plan is developed, when required
 - Constraints are identified and taken into account when clarifying the instructions
2. Contribute to design concepts
 - Preliminary concepts are worked out in conjunction with others, to identify possibilities
 - Variations on components or styles are suggested, where appropriate
 - Design brief is provided to componentry supplier for comment, where required, and ideas are contributed and discussed with project team members
 - Relevant support materials and explanations are developed and refined in conjunction with members of the design team
3. Prepare pattern standards
 - Material and component samples related to the product being developed are identified or obtained
 - Relevant standards of construction procedures are identified, including size and fit, and grade rules
 - Pattern standards are prepared in accordance with enterprise procedures
 -
4. Oversee production of sample or prototype
 - All sample pieces are cut from patterns to meet specifications or design concept
 - Development of the sample is organised to ensure compliance with specifications
 - Fitting is conducted and any necessary alterations are arranged to ensure correct fit, including reduction of the last or other appropriate steps
 - Finishing off and final fitting is assessed in accordance with specifications and enterprise procedures
 - Liaison is assessed with all relevant personnel in the production of samples
 -

RANGE STATEMENT

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

- | | |
|----------------------------------|---|
| General context | <ul style="list-style-type: none"> • Work involves assistance to others with research and preparation of development design • Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes • Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations |
| Worksite environment may include | <ul style="list-style-type: none"> • Work may be conducted in a large scale production or small business situation • The competencies can refer to enterprise and client initiated ideas or requests • Patterns may be cut by: <ul style="list-style-type: none"> • hand • using machines • Shoe finishing off processes could relate to: <ul style="list-style-type: none"> • make up of bottom stock and attachment of lasted shoe • cleaning • insertion of laces, etc. • The competencies may involve applications associated with: <ul style="list-style-type: none"> • footwear components • custom-made shoes or volume production • half pairs or mirror image pairs • Components may include: lasts, casts, soles, insoles, heels, etc. • The extent and nature of product design will depend on the products and organisational structure within the individual enterprise • Modification of lasts may be undertaken by: <ul style="list-style-type: none"> • the footwear designer in custom-made shoes • the component supplier in the case of volume manufacture • Size and work organisation within enterprise will also determine the range of interaction with other areas, e.g. : <ul style="list-style-type: none"> • prototype or sample maker • marketing/sales • management • customer • Design activities may include: <ul style="list-style-type: none"> • CAD system • manual design methods • The competencies are applied under general guidance on progress and outcomes • Knowledge and skills are applied to a wide range of tasks and/or roles • The competencies are used within routines, methods and procedures • Data entry/recording may include: <ul style="list-style-type: none"> • keyboard • computer aided drafting input device • manual operations |

Sources of information/documents may include	<ul style="list-style-type: none"> • Work specifications • Design brief • Organisation work procedures • Organisational or external personnel • Quality and Australian standards and procedures • Customer/s requirements
Workplace context may include	<ul style="list-style-type: none"> • Work organisation procedures and practices relating to research and preparation of designs for footwear • Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> • workplace agreements and awards • Federal or State/Territory legislation • Standard work practices • Reporting actions include verbal and written communication in accordance with organisational policies and procedures • Communication may be oral, written or visual and can include simple data • 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 • Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
Applicable regulations and legislation may include	<ul style="list-style-type: none"> • Occupational health and safety legislation relevant to workplace activities • Workers' compensation legislation

EVIDENCE GUIDE

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

Critical aspects of evidence to be considered	<p>Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • clarify design instruction • develop strategy plan/critical path plan • assess technical requirements • develop design concepts and pattern standards • ensure accurate sample/prototype is produced to reflect design concepts • compile/compare costs of designs • communicate effectively with design team, customers, etc. • apply workplace health and safety policies in work operations • maintain accurate records
Interdependent assessment of units	<ul style="list-style-type: none"> • This unit does not need to be assessed in conjunction with other units

Required knowledge and skills	<ul style="list-style-type: none"> • Underpinning knowledge of: <ul style="list-style-type: none"> • the elements and principles of design and how they can be used to create good design in the footwear industry • footwear construction • prototype or sample making • materials used in footwear production • specification requirements and costing procedures • safety and environmental aspects of relevant enterprise activities • workplace procedures and reporting processes • relevant OH&S legislation and codes of practice • Underpinning skills to: <ul style="list-style-type: none"> • prepare pattern standards • identify constraints • suggest variations to design • organise completion of samples • communicate effectively with individuals, work groups and supervisors • interpret and carry out established procedures • maintain records, document and transfer information
Resource implications	<ul style="list-style-type: none"> • Access to real or appropriately simulated research and preparation of design development situations • This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
Consistency in performance	<ul style="list-style-type: none"> • Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> • planning and organising work • interpreting design briefs and/or customer's requirements • preparing design specifications • completing tasks • identifying improvements • applying safety precautions relevant to the task • Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> • hazard policies and procedures including codes of practice • job procedures and work instructions • quality procedures (where existing) • waste, pollution and recycling management processes • Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures • Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others • Work completed systematically with attention to detail without damage to goods, equipment or personnel
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Level
Communicate ideas and information	3
Collect, analyse and organise information	3
Plan and organise activities	3
Work with others and in teams	3
Use mathematical ideas and techniques	2
Solve problems	3
Use technology	3

LMTPDFT-03A Determine client footwear requirements

Unit descriptor This unit covers the collection of information from client and the assessment and measurement of the foot to provide information for the manufacture of custom-made footwear.

Prerequisites Nil

Application

Sector Footwear Production

ELEMENT

PERFORMANCE CRITERIA

1. Determine client requirements
 - Services and/or products provided are outlined and general estimates of costs of services and/or products are provided
 - Client is provided with estimate of time required for shoe design and manufacture
 - Client's expectations related to services and/or products to be provided are discussed and agreement reached with client
 - Information is recorded accurately and completely to assist in determining possible development plan
2. Carry out measurement on foot and footwear
 - Direct and representation measurements are taken related to shape and size of foot
 - Gait analysis is performed to obtain baseline data of client's walk pattern
 - Supplementary measurement techniques are utilised to confirm primary findings or to provide additional data
 - Trial fit is conducted using commercial or client's footwear
 - Footwear are examined and measurements taken, as necessary
 - Data derived from measurements is recorded and analysed and results recorded using established procedures
3. Develop plan for manufacture of shoe
 - A development and production plan is formulated and options are presented to the client
 - Agreement is reached with client regarding costs, timeframes and payment schedules to implement plan of action

RANGE STATEMENT

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

- General context**
- Work involves workplace activities associated with assessing the clients footwear needs and taking footwear measurements
 - Significant judgement is required in planning, design, technical or supervisory activities related to products or processes
 - Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations

Worksite environment may include	<ul style="list-style-type: none"> • Work may be conducted in a large scale production or small business situation • The competencies can refer to enterprise and client initiated ideas or requests • The competencies may involve applications associated with: <ul style="list-style-type: none"> • original creation • adaptation of designs or interpretation of sketches within contexts related to single or low volume production styles and ranges • Activities may relate to: <ul style="list-style-type: none"> • all the criteria normally required to finalise details associated with establishing time-lines and budget development • agreement of design requirements • Fashion trends in relation to componentry may relate to heel height, character, style, forepart thickness of sole, randed, not randed, etc., materials such as crepe, linings, unlined, quality of linings available, and materials used for componentry • Specific footwear measurements may include the use of basic measuring devices such as rulers and tape measures, 2-dimensional tracings, 3-dimensional techniques • Design and development variables include nature and extent of functional demands, foot characteristics, styles and characteristics of the materials • The competencies are applied under limited guidance in line with a broad plan, budget or strategy • Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills • The competencies are used independently within substantially non-routine situations • Data entry/recording may include keyboard and manual operations
Sources of information/documents may include	<ul style="list-style-type: none"> • Customer/s requirements • Work specifications • Design drawings/sketches • Organisation work procedures • Organisational or external personnel • Quality and Australian standards and procedures
Workplace context may include	<ul style="list-style-type: none"> • Work organisation procedures and practices relating to the assessing client needs and measuring of footwear • Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> • workplace agreements and awards • Federal or State/Territory legislation • Standard work practices • Reporting actions include verbal and written communication in accordance with organisational policies and procedures • Communication may be oral, written or visual and can include simple data • 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 • Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise

Applicable regulations and legislation may include

- Occupational health and safety legislation relevant to workplace activities
- Workers' compensation legislation

EVIDENCE GUIDE

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

Critical aspects of evidence to be considered

Assessment must confirm appropriate knowledge and skills to:

- undertake client assessment
- document client requirements and measurements
- develop a plan for shoe design and construction
- identify and confirming costs, time-lines, etc.
- communicate effectively with design team, customers, etc.
- apply workplace health and safety policies in work operations
- maintain accurate records

Interdependent assessment of units
Required knowledge and skills

This unit does not need to be assessed in conjunction with other units

- Underpinning knowledge of:
 - detailed knowledge of footwear construction
 - basic knowledge of anatomy and physiology
 - footwear and fashion trends
 - detailed knowledge of a range of leathers, synthetics and other materials used in shoe production, trims, accessories and their properties and characteristics
 - detailed knowledge of proposal requirements, including determining time-lines and budgets
 - budgeting procedures for proposal preparation and/or costing
 - safety and environmental aspects of relevant enterprise activities
 - workplace procedures and reporting processes
 - relevant OH&S legislation, regulatory requirements and copyright obligations and codes of practice
- Underpinning skills to:
 - clarify requirements
 - establish time-lines and budget
 - produce and document measurements
 - communicate and interact effectively with clients, component suppliers and in the workplace
 - establish and interpret procedures and processes
 - determine report requirements and present reports and information in appropriate formats

Resource implications

- Access to real or appropriately simulated situations involving identification of client footwear requirements and footwear measurements
- This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements

Consistency in performance	<ul style="list-style-type: none"> • Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> planning and organising work interpreting client requirements completing tasks applying safety precautions relevant to the task • Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> hazard policies and procedures including codes of practice job procedures and work instructions quality procedures (where existing) waste, pollution and recycling management processes • Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures • Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others • Work completed systematically with attention to detail without damage to goods, equipment or personnel
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Level
Communicate ideas and information	3
Collect, analyse and organise information	3
Plan and organise activities	3
Work with others and in teams	3
Use mathematical ideas and techniques	3
Solve problems	3
Use technology	3

LMTPDFT-04A Design and make patterns

Unit descriptor This unit covers the design and making of patterns for the construction of custom-made footwear.

Prerequisites Nil

Application

Sector Footwear Production

ELEMENT

PERFORMANCE CRITERIA

1. Clarify measurements

Measurements are reviewed to confirm that all required information has been provided
2. Determine resources required to prepare patterns
 - Materials to prepare pattern are selected
 - Appropriate techniques needed to prepare pattern are selected to ensure achievement of design
 - For existing clients, patterns are reviewed against current requirements and modified consistent with specifications, as required
 - For new clients, patterns are designed based on client's measurements, consistent with specifications
3. Prepare patterns
 - Patterns are prepared in accordance with design specifications and with reference to last construction
 - Initial upper design is made on 3D last
 - Information is accurately translated from 3D last master to 2D working patterns
 - Modifications are made to pattern which accurately reflect selected materials, shoe style and specific client requirements, as necessary
 - Standard and working patterns of both upper and sole are produced in accordance with specifications and to accepted standards and construction tolerances
4. Make and evaluate mock up/fitting
 - A mock-up or diagnostic fitting is made to accurate specifications and allowance is made for differential between diagnostic and final materials
 - Diagnostic fitting is evaluated, if used, and proposed construction and materials are reviewed in relation to viability of design, fitting and appropriateness
5. Prepare specifications and materials requirements
 - Produce working specifications for construction of footwear to defined tolerances and standards
 - Identify material requirements for the construction of the footwear
6. Perform record keeping procedures
 - Clients files are maintained to ensure accurate records are kept and in accordance with enterprise requirements
 - Documentation is completed in accordance with established guidelines, policies and procedures

RANGE STATEMENT

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

General context	<ul style="list-style-type: none"> • Work involves the design and making of patterns for making custom-made shoes • Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes • Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations •
Worksite environment may include	<ul style="list-style-type: none"> • Work may be conducted in a large scale production or small business situation • The competencies can refer to enterprise and client initiated ideas or requests • The competencies may involve the selection and modification of patterns and may be influenced by the extent of the pattern library or technology applications, and within the enterprise • The work responsibilities of the patternmaker will vary in scope according to: <ul style="list-style-type: none"> • the size of the workplace • the range of designs and specialisation in the workplace • workplace quality standards • degree of autonomy of the patternmaker • Footwear types may include a range of styles and designs • Materials in footwear construction may include a full range of leathers and appropriate textiles and materials • Patternmakers may have responsibility for: <ul style="list-style-type: none"> • the development of prototypes or toiles • making samples and testing pattern • developing the design • estimating leather and material usage • Pattern-making activities may involve CAD system, manual design methods • The competencies are applied under general guidance on progress and outcomes • Knowledge and skills are applied to a wide range of tasks and/or roles • The competencies are used within routines, methods and procedures • Data entry/recording may include: keyboard, computer aided drafting input device, manual operations
Sources of information/documents may include	<ul style="list-style-type: none"> • Work specifications • Design drawings/sketches • Leather product construction instructions • Organisation work procedures • Organisational or external personnel • Quality and Australian standards and procedures • Customer/s requirements

- Workplace context may include
- Work organisation procedures and practices relating to the design and making of patterns for custom-made shoes
 - Conditions of service, legislation and industrial agreements including:
 - workplace agreements and awards
 - Federal or State/Territory legislation
 - Standard work practices
 - Reporting actions include verbal and written communication in accordance with organisational policies and procedures
 - Communication may be oral, written or visual and can include simple data
 - 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
 - Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise

- Applicable regulations and legislation may include
- Occupational health and safety legislation relevant to workplace activities
 - Workers' compensation legislation

EVIDENCE GUIDE

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

- Critical aspects of evidence to be considered
- Assessment must confirm appropriate knowledge and skills to:
- identify/define design lines and features
 - choose patterns to suit specifications and measurements
 - modify, check and test patterns
 - make prototype/toile
 - identify material requirements to construct footwear
 - communicate effectively with design team, customers, etc.
 - apply workplace health and safety policies in work operations
 - maintain accurate records

- Interdependent assessment of units
- Required knowledge and skills
- This unit may be assessed independently
- Underpinning knowledge of:
 - the principles and concepts of pattern making
 - customer design and fit requirements
 - general principles of custom-made footwear design
 - cost efficiency in relation to pattern making
 - range of typical leathers, fabrics, including weight and other characteristics
 - marker making procedures
 - cutting and construction
 - safety and environmental aspects of relevant enterprise activities
 - workplace procedures and reporting processes
 - relevant OH&S legislation and codes of practice
 - Underpinning skills to:
 - undertake the range of activities associated with selecting and modifying existing patterns
 - develop the pattern with consideration to the style and characteristics of the shoe

	<ul style="list-style-type: none"> • construct toiles or prototypes • test patterns and recommend alternative construction methods • use manual or CAD systems • communicate effectively with individuals, work groups and supervisors • maintain records, document and transfer information • interpret and carry out established procedures
Resource implications	<ul style="list-style-type: none"> • Access to real or appropriately simulated pattern design and making situations • This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
Consistency in performance	<ul style="list-style-type: none"> • Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> • planning and organising work • interpreting design drawings, sketches and specifications • completing tasks • identifying improvements • applying safety precautions relevant to the task • Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> • hazard policies and procedures including codes of practice • job procedures and work instructions • quality procedures (where existing) • waste, pollution and recycling management processes • Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures • Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others • Work completed systematically with attention to detail without damage to goods, equipment or personnel
Context for assessment	<ul style="list-style-type: none"> • Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES

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

Performance levels of Key Competencies

1 – Perform tasks effectively

2 – Manage tasks

3 – Use concepts for evaluating and reshaping tasks

Key Competency	Level
Communicate ideas and information	3
Collect, analyse and organise information	3
Plan and organise activities	3
Work with others and in teams	3
Use mathematical ideas and techniques	3
Solve problems	3
Use technology	3

LMTPDFT-05A Select and/or make last

Unit descriptor	This unit covers the selection/production and adjustment of a shoe last.
Prerequisites	Nil
Application Sector	Footwear Production
ELEMENT	PERFORMANCE CRITERIA
1. Clarify measurements	Measurements are reviewed to confirm that all required information has been provided
2. Determine resources required to produce shoe last	<ul style="list-style-type: none"> Materials to make shoe last are selected to match design requirements Special or 'one-off' materials are ordered from appropriate suppliers and availability within specified time frames is confirmed Appropriate techniques needed to produce the shoe last are selected to ensure achievement of design
3. Select existing and/or commercial last	An appropriate existing and or commercial last is selected which closely matches the required foot shape and size
4. Produce an original last	<ul style="list-style-type: none"> An original last is constructed from selected materials to produce a last with the desired shape and dimensions Inside buildups (additions) are made, formed to the last and shaped to comply with design specifications Buildup components are trial fitted to review fit and function, modified if required, and attached
5. Adjust last	The last and any buildup components are checked, and adjustments/refinements made if necessary, so last complies with design requirements and established production standards
6. Perform record keeping procedures	<ul style="list-style-type: none"> Shoe last details are included in client files in accordance with enterprise documentation requirements Associated record keeping activities are completed in accordance with established guidelines, policies and procedures

RANGE STATEMENT

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

General context	<ul style="list-style-type: none"> Work involves workplace activities associated selecting and or making a shoe last Significant judgement is required in planning, design, technical or supervisory activities related to products or processes Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual
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	handling procedures and relevant health regulations
Worksite environment may include	<ul style="list-style-type: none"> • Work may be conducted in a large scale production or small business situation • The competencies can refer to enterprise and client initiated ideas or requests • The translation of measurements and general foot shape into definitive lasts include variables such as nature and extent of functional demands, foot characteristics, styles and characteristics of the materials • Last types include slip on, court, boot, sandal, inner shoes • Material for last construction can include plaster, wood, polyester-nylon, expandable foams, casting polyurethane, leather and cork • Fabrication tools and techniques can be used including hand tools, machine tools, CAM and mechanical duplicators • Activities may relate to: <ul style="list-style-type: none"> • all the criteria normally required to finalise details associated with establishing time-lines • budget development • agreement of design requirements • The competencies are applied under limited guidance in line with a broad plan, budget or strategy • Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills • The competencies are used independently within substantially non-routine situations • Data entry/recording may include: <ul style="list-style-type: none"> • keyboard • manual operations
Sources of information/documents may include	<ul style="list-style-type: none"> • Customer/s requirements • Work specifications • Design drawings/sketches • Organisation work procedures • Organisational or external personnel • Quality and Australian standards and procedures
Workplace context may include	<ul style="list-style-type: none"> • Work organisation procedures and practices relating to the selecting and making a shoe last • Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> • workplace agreements and awards • Federal or State/Territory legislation • Standard work practices • Reporting actions include verbal and written communication in accordance with organisational policies and procedures • Communication may be oral, written or visual and can include simple data • 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 • Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise

Applicable regulations and legislation may include

- Occupational health and safety legislation relevant to workplace activities
- Workers' compensation legislation

EVIDENCE GUIDE

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

Critical aspects of evidence to be considered

Assessment must confirm appropriate knowledge and skills to:

- making a last
- adjusting/modifying the shoe last
- selecting a suitable last
- check work against specifications
- apply workplace health and safety policies in work operations
- maintain accurate records

Interdependent assessment of units
Required knowledge and skills

This unit does not need to be assessed in conjunction with other units

- Underpinning knowledge of:
 - basic anatomy of foot and ankle
 - last characteristics
 - last making methods and material
 - footwear design and construction
 - safety and environmental aspects of relevant enterprise activities
 - workplace procedures
 - reporting processes
 - relevant OH&S legislation and codes of practice
- Underpinning skills to:
 - make lasts from existing casts
 - shape and modify lasts to meet specifications
 - apply all the relevant safety practices when working in shoe production
 - communicate effectively with clients, individuals, work groups and supervisors
 - maintain records
 - select, interpret and apply procedures and processes
 - prepare and present reports and information in appropriate formats

Resource implications

- Access to real or appropriately simulated situations involving the selection and making of lasts for the manufacture of custom-made shoes
- Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements

Consistency in performance	<ul style="list-style-type: none"> • Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> • planning and organising work • interpreting design requirements • completing tasks • applying safety precautions relevant to the task • Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> • hazard policies and procedures including codes of practice • job procedures and work instructions • quality procedures (where existing) • waste, pollution and recycling management processes • Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures • Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others • Work completed systematically with attention to detail without damage to goods, equipment or personnel
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Level
Communicate ideas and information	3
Collect, analyse and organise information	3
Plan and organise activities	3
Work with others and in teams	3
Use mathematical ideas and techniques	3
Solve problems	3
Use technology	3

LMTPRFT-10A Prepare, cut and sew custom-made shoe components

Unit descriptor This unit covers the skills and knowledge required to measure, cut and sew custom-made shoe components.

Prerequisites Nil

Application

Sector Footwear Production

ELEMENT

PERFORMANCE CRITERIA

1. Clarify requirements
 - Client requirements are reviewed to confirm all information has been provided prior to manufacture
 - Design requirements and preferred materials are clarified with client, where required
 - Availability of materials of the type and quality required are confirmed, and special or 'one-off' material are ordered from appropriate suppliers
2. Check shoe last
 - The last is checked to confirm compliance with design specifications and is free of construction faults
 - Specific design and construction features are clarified as required
1. Check pattern
 - Pattern is reviewed to ensure compliance with design requirements and last construction
 - Design features are clarified with pattern maker, if required
2. Prepare and make components
 - Workstation is set up and materials are laid-up correctly for single or multiple cutting according to enterprise standards
 - Suitable cutting equipment is selected and checked, and materials are obtained according to specifications
 - Cut pieces are correctly sized, marked, counted and stamped according to work ticket and to enterprise specifications
 - Components are prepared using appropriate machines according to workplace requirements
3. Cut/click leather
 - Workstation is set up and cutting equipment selected and prepared in accordance with specifications and workplace procedures
 - The material is correctly assessed, sized, marked and layed up correctly for cutting
 - Machines are started up, operated, checked and cleaned or closed down following enterprise operator procedures and relevant safety regulations, as required
 - Clicking knives are selected and used to gain optimal material utilisation
 - Parts are cut manually or by machine to enterprise quality standards in relation to material flaws and individual pairs selected
 - Pairs are clicked/cut manually or by machine to achieve best yield according to appropriate allowance

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| 4. Prepare and make the upper | <ul style="list-style-type: none"> • Workstation is set up and upper components are checked and laid out correctly • Machine is set up and adjusted and treads and needles selected in accordance with manufacturers' instructions, workplace requirements and specifications for the work, as required • Stitch length is set and tested, tension set and machine tested against specifications • The upper is processed either manually or by machine in accordance with enterprise requirements, workplace procedures and/or manufacturers instructions • Seams are machined and threads trimmed to achieve specifies results |
| 5. Conduct final quality check for operations | <ul style="list-style-type: none"> • Uppers and component parts are bundled, stacked, stored or despatched in accordance with workplace procedures • Final product is checked to ensure enterprise quality requirements are met • Production faults are dealt with in accordance with workplace procedures |

RANGE STATEMENT

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

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| General context | <ul style="list-style-type: none"> • Work involves the preparation, cuttings and sewing of custom shoe components • Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes • Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations |
| Worksite environment may include | <ul style="list-style-type: none"> • Work may be conducted in a large scale production or small business situation • The competencies apply to workplace activities associated with producing custom-made shoes • Degree of complexity will relate to leather and other materials being used and intricacy of design • Interpreting measurements into a pattern may relate to special individual requirements, such as design features, posture, shape, etc. • Competency must be demonstrated in the performance of operations, machines and processes associated with stuff cutting, making of soles, sole and heel units, insoles, etc. • Competency must be demonstrated in a range of operations which may include lining stitching, back seaming, zigzagging, binding, bar tacking, etc. • Safety procedures and practices when working with cutting and sewing equipment are as specified by manufacturers, regulatory authorities and the enterprise • Documentation procedures apply to the range of paperwork and |

	documentation normally used within the enterprise
	<ul style="list-style-type: none"> • The competencies are applied under general guidance on progress and outcomes • Knowledge and skills are applied to a wide range of tasks, roles and/or functions • The competencies are used within routines, methods and procedures
Sources of information/documents may include	<ul style="list-style-type: none"> • Customer/s measurements and requirements • Work specifications • Design sketches and drawings • Organisation work procedures • Organisational or external personnel • Quality and Australian standards and procedures
Workplace context may include	<ul style="list-style-type: none"> • Work organisation procedures and practices relating to the development and production of custom-made shoes • Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> • workplace agreements and awards • Federal or State/Territory legislation • Standard work practices • Reporting actions include verbal and written communication in accordance with organisational policies and procedures • Communication may be oral, written or visual and can include simple data • 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 • Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
Applicable regulations and legislation may include	<ul style="list-style-type: none"> • Occupational health and safety legislation relevant to workplace activities • Workers' compensation legislation

EVIDENCE GUIDE

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

Critical aspects of evidence to be considered	<p>Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • cut leather and other materials • prepare and sew the upper • prepare and make components • apply workplace health and safety policies in work operations • maintain accurate records
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Interdependent assessment of units	This unit does not need to be assessed in conjunction with other units
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Required knowledge and skills	<ul style="list-style-type: none">• Underpinning knowledge of:<ul style="list-style-type: none">• shoe construction methods• characteristics of typical leathers, fabrics and other materials used in shoe production• operating procedures for cutting and machining leather• quality standards and leather handling procedures• material flaws of leather including veins, growth marks, tick and scars• safety and environmental aspects of relevant enterprise activities• workplace procedures• reporting processes• relevant OH&S legislation and codes of practice• Underpinning skills to:<ul style="list-style-type: none">• operation of various shoe production machines and processes• apply all the relevant safety practices when working in the leather goods production industry• communicate effectively with clients, individuals, work groups and supervisors• maintain records• select, interpret and apply procedures and processes• prepare and present reports and information in appropriate formats
Resource implications	<ul style="list-style-type: none">• Access to real or appropriately simulated situations involving the preparation of components for custom-made shoes• Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
Consistency in performance	<ul style="list-style-type: none">• Applies underpinning knowledge and skills when:<ul style="list-style-type: none">• planning and organising work• interpreting design requirements• completing tasks• applying safety precautions relevant to the task• Shows evidence of application of relevant workplace procedures including:<ul style="list-style-type: none">• hazard policies and procedures including codes of practice• job procedures and work instructions• quality procedures (where existing)• waste, pollution and recycling management processes• Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures• Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others• Work completed systematically with attention to detail without damage to goods, equipment or personnel
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Level
Communicate ideas and information	3
Collect, analyse and organise information	3
Plan and organise activities	3
Work with others and in teams	3
Use mathematical ideas and techniques	3
Solve problems	3
Use technology	3

LMTPRFT-11A Assemble and finish custom-made shoe

Unit descriptor	This unit covers the assembling/making and finishing of custom-made shoes
Prerequisites	Nil
Application Sector	Footwear Production
ELEMENT	PERFORMANCE CRITERIA
1. Set up workstation	Appropriate assembly processes are determined and workstation is set up to reflect specifications and workplace procedures
2. Perform preparatory work on shoe	<ul style="list-style-type: none"> • Work ticket is followed to collect, sort, assemble and re-assemble parts as required including last, uppers, insoles, heels and soles • Conditioning is undertaken as required to reflect workplace procedures, including rapid conditioning, mulling or use of toe steamer as appropriate to construction technique <ul style="list-style-type: none"> • Upper is blocked, rounded and/or randed as required to conform to the last shape • Counter or stiffener is inserted in accordance with workplace procedures and construction techniques • Insoles are prepared in accordance with specifications and to reflect construction techniques being used • Pre-cemented insoles and uppers are heat activated as appropriate • Solvent wipe bonding area where roughing could damage the backing fabric • Track, belt or rack is loaded as required or workstation is prepared to reflect various stages of production • Toe puff is applied using the appropriate machine methods as specified • Back part is moulded using hot and cold moulds in accordance with construction techniques and specifications • Carry out specific processes as per enterprise requirements
3. Last the shoe	<ul style="list-style-type: none"> • Uppers and insoles are attached as required in accordance with specifications • Shanks or stiffeners are attached as required • Staple as required • Toe puff is inserted as appropriate • Last or foot form is checked before attaching insole and upper, checking for sizes • Toes and/or upper are conditioned in accordance with workplace procedure
4. Make/assemble the shoe	<ul style="list-style-type: none"> • Materials are prepared in accordance with enterprise and manufacturer's specifications • Soles and uppers are prepared in accordance with workplace requirements • Machines are set up and checked for correct operations, as required • Shoes are assembled using the appropriate manual and/or machine construction techniques in accordance with workplace procedures • Final quality check is assessed in accordance with workplace procedures

5. Finish shoe Finishing of shoe is assessed in accordance with specifications and enterprise requirements

RANGE STATEMENT

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

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| General context | <ul style="list-style-type: none"> • Work involves the manual and or machine assembly and finish of custom-made shoes • Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes • Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations |
| Worksite environment may include | <ul style="list-style-type: none"> • Work may be conducted in a large scale production or small business situation • Competencies apply to workplace activities associated with producing custom-made shoes • Degree of complexity will relate to leather and other materials being used and intricacy of design • Competency must be demonstrated in working manually or by using machine construction techniques • Construction techniques may include cement, moulded construction, veldtschoen construction, moccasin construction, welt construction, etc. • Competency must be demonstrated in relevant machine operations including the setting of machines within specified tolerances and in accordance with manufacturer's specifications, selection of materials, stitch types, needle threads and their qualities. Machines may include heavy stitch, blake stitcher, toe laster, side laster, seat laster, seat and side laster, the forepart laster and force lasting machine • Safety procedures and practices when working with shoe assembly equipment are as specified by manufacturers, regulatory authorities and the enterprise • Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise • The competencies are applied under general guidance on progress and outcomes • Knowledge and skills are applied to a wide range of tasks, roles and/or functions |
| Sources of information/documents may include | <ul style="list-style-type: none"> • Customer/s measurements and requirements • Work specifications • Design sketches and drawings • Organisation work procedures • Organisational or external personnel • Quality and Australian standards and procedures |

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| Workplace context may include | <ul style="list-style-type: none"> • Work organisation procedures and practices relating to the assembly and fitting of custom-made shoes • Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> • workplace agreements and awards • Federal or State/Territory legislation • Standard work practices • Reporting actions include verbal and written communication in accordance with organisational policies and procedures • Communication may be oral, written or visual and can include simple data • 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 • Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise |
| Applicable regulations and legislation may include | <ul style="list-style-type: none"> • Occupational health and safety legislation relevant to workplace activities • Workers' compensation legislation |

EVIDENCE GUIDE

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

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| Critical aspects of evidence to be considered | <p>Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • apply manual and machine assembly/making techniques • carry out all machine operations • finish shoe • check work against specifications • apply workplace health and safety policies in work operations • maintain accurate records |
| Interdependent assessment of units | <p>This unit does not need to be assessed in conjunction with other units</p> |
| Required knowledge and skills | <ul style="list-style-type: none"> • Underpinning knowledge of: <ul style="list-style-type: none"> • shoe construction methods • operating procedures for making and assembling shoe components • materials used including adhesives and solvents and safety requirements in their use • quality standards and leather handling procedures • safety and environmental aspects of relevant enterprise activities • workplace procedures • reporting processes • relevant OH&S legislation and codes of practice • Underpinning skills to: <ul style="list-style-type: none"> • operation of various shoe assembly machines and processes • apply all the relevant safety practices when working in shoe production • communicate effectively with clients, individuals, work groups and supervisors • maintain records • select, interpret and apply procedures and processes • prepare and present reports and information in appropriate |

	formats
Resource implications	<ul style="list-style-type: none"> • Access to real or appropriately simulated situations involving the assembly and finish of custom-made shoes • Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
Consistency in performance	<ul style="list-style-type: none"> • Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> • planning and organising work • interpreting design requirements • completing tasks • applying safety precautions relevant to the task • Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> • hazard policies and procedures including codes of practice • job procedures and work instructions • quality procedures (where existing) • waste, pollution and recycling management processes • Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures • Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others • Work completed systematically with attention to detail without damage to goods, equipment or personnel
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Level
Communicate ideas and information	3
Collect, analyse and organise information	3
Plan and organise activities	3
Work with others and in teams	3
Use mathematical ideas and techniques	3
Solve problems	3
Use technology	3

LMTPRFT-12A Fit custom-made footwear

Unit descriptor This unit covers the trialling and fitting of custom-made footwear.

Prerequisites Nil

Application

Sector Footwear Production

ELEMENT

PERFORMANCE CRITERIA

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| 1. Clarify specifications | Client measurements and construction specifications are reviewed to confirm all required information has been provided |
| 2. Conduct trial last and diagnostic fitting | <ul style="list-style-type: none"> • A trial last fitting is conducted to check last for fit and function • Changes made to last until desired shape is achieved in consultation and conforms to design and construction specifications • A mock-up or diagnostic fitting is made to design and construction specifications • Diagnostic fitting is evaluated and proposed construction and materials are reviewed |
| 3. Conduct trial fittings | <ul style="list-style-type: none"> • Custom-made footwear is fitted and any adjustments made after consultation with client • Trial fitting of custom-made footwear is conducted to reflect real-life usage, ease of fitting and compliance with design and production specifications • Footwear is fitted and any adjustments made after discussion with client |
| 4. Conduct client follow-up. | <ul style="list-style-type: none"> • Measurements are taken of foot and footwear and compared to previous findings • New measurements are taken, if required, to confirm/establish extent of changes required to footwear • On-going consultation is maintained during the client's fitting and follow-up stages if necessary and appropriate |
| 5. Document outcomes of follow up | <ul style="list-style-type: none"> • All client and measurement information relating to changes to footwear are recorded using established enterprise procedures • Specifications are prepared for the development of new, or modification of existing footwear, as required |

RANGE STATEMENT

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

- General context**
- Work involves the trialling and fitting of custom-made shoes
 - Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes
 - Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual

	handling procedures and relevant health regulations
Worksite environment may include	<ul style="list-style-type: none"> • Work may be conducted in a large scale production or small business situation • Competencies apply to workplace activities associated with producing custom-made shoes • Degree of complexity of fitting will relate intricacy of design • Specific footwear measurements may include the use of basic measuring devices such as rulers and tape measures, 2-dimensional tracings, 3-dimensional techniques • Safety procedures and practices when working with shoe assembly equipment are as specified by manufacturers, regulatory authorities and the enterprise • Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise • The competencies are applied under general guidance on progress and outcomes • Knowledge and skills are applied to a wide range of tasks, roles and/or functions
Sources of information/documents may include	<ul style="list-style-type: none"> • Customer/s measurements and requirements • Work specifications • Design sketches and drawings • Organisation work procedures • Organisational or external personnel • Quality and Australian standards and procedures
Workplace context may include	<ul style="list-style-type: none"> • Work organisation procedures and practices relating to the assembly and fitting of custom-made shoes • Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> • workplace agreements and awards • Federal or State/Territory legislation • Standard work practices • Reporting actions include verbal and written communication in accordance with organisational policies and procedures • Communication may be oral, written or visual and can include simple data • 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 • Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
Applicable regulations and legislation may include	<ul style="list-style-type: none"> • Occupational health and safety legislation relevant to workplace activities • Workers' compensation legislation

EVIDENCE GUIDE

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

Critical aspects of evidence to be considered	<p>Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none">• examine and measure foot and shoe• adjust shoe last• fit and adjust footwear• check work against specifications• apply workplace health and safety policies in work operations• maintain accurate records
Interdependent assessment of units Required knowledge and skills	<p>This unit does not need to be assessed in conjunction with other units</p> <ul style="list-style-type: none">• Underpinning knowledge of:<ul style="list-style-type: none">• basic anatomy of foot and ankle• footwear measuring procedures• footwear design and construction• safety and environmental aspects of relevant enterprise activities• workplace procedures• reporting processes• relevant OH&S legislation and codes of practice• Underpinning skills to:<ul style="list-style-type: none">• measure feet and shoes• apply all the relevant safety practices when working in shoe production• communicate effectively with clients, individuals, work groups and supervisors• maintain records• select, interpret and apply procedures and processes• prepare and present reports and information in appropriate formats
Resource implications	<ul style="list-style-type: none">• Access to real or appropriately simulated situations involving the trilling and fitting of custom-made shoes• Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements

Consistency in performance

- Applies underpinning knowledge and skills when:
 - planning and organising work
 - interpreting design requirements
 - completing tasks
 - applying safety precautions relevant to the task
- Shows evidence of application of relevant workplace procedures including:
 - hazard policies and procedures including codes of practice
 - job procedures and work instructions
 - quality procedures (where existing)
 - waste, pollution and recycling management processes
- Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
- Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- Work completed systematically with attention to detail without damage to goods, equipment or personnel

Context for assessment Assessment may occur on the job or in an appropriately simulated environment

KEY COMPETENCIES

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

Performance levels of Key Competencies

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

Key Competency	Level
Communicate ideas and information	3
Collect, analyse and organise information	3
Plan and organise activities	3
Work with others and in teams	3
Use mathematical ideas and techniques	3
Solve problems	3
Use technology	3

LMTPDGN-01A Estimate and cost job

Field: Product Development

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

ELEMENT	PERFORMANCE CRITERIA
1. Gather information	<ul style="list-style-type: none"> a. Details of customer requirements are obtained through discussion with customer or from information supplied b. Details of products and/or services to be provided are developed c. Delivery point and methods of transportation are determined where necessary d. Details are recorded in accordance with enterprise practice
2. Estimate materials, time and labour	<ul style="list-style-type: none"> a. Types and quantities of materials required for product manufacture are estimated b. Labour requirements to achieve product manufacture and perform required services are estimated c. Time requirements to repair and finish shoe/article and perform required services are estimated
3. Calculate costs	<ul style="list-style-type: none"> a. Total materials costs and labour costs are calculated in accordance with enterprise procedures b. Total job cost is calculated, including overheads and mark-up percentages c. Final cost to customer is calculated
4. Document details and verify where necessary	<ul style="list-style-type: none"> a. Details of costs and charges are documented in accordance with enterprise practice b. Costs, calculations or other details are verified by other enterprise personnel, as required c. Customer quotation is prepared d. Details are documented for future reference in accordance with enterprise practice

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the estimating and costing of work required to repair a shoe b. Discretion and initiative and judgement must be demonstrated on the job, either individually or in a team environment c. Work may involve referral of matters to other enterprise personnel d. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&S legislation and relevant health regulations e. All elements of this unit are performed under limited supervision and guidance
2. Worksite environment and practices may include	<ul style="list-style-type: none"> a. Work undertaken in accordance with established procedures involving a range of products, equipment and installation sites b. Completion of job and product records and other relevant documentation c. Interaction with customers and other personnel from the operator's workplace d. Use of relevant tools, equipment and resources, including: <ul style="list-style-type: none"> d.1. measuring equipment d.2. product sales literature d.3. product samples
3. Sources of information and documents may include	<ul style="list-style-type: none"> a. Enterprise work orders and instructions b. Industry codes and symbols c. Australian, international and enterprise quality standards and procedures d. Enterprise or external personnel e. Work scheduling documentation f. Job procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the provision of information and preparation of quotations b. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures c. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes d. Use of calculators and/or computers running appropriate software for estimating and calculating necessary details e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary f. Observance of procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, operator enterprise and customer g. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> g.1. workplace agreements and awards g.2. Federal or State/Territory legislation
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. interpret work orders a.2. interpret specifications and instructions for products and materials to be used a.3. estimate quantities of material required a.4. determine the types and amount of labour required to complete the work a.5. estimate time required to complete the work a.6. document and communicate work related information including customer requirements, products, materials and labour required, costing calculations for products, materials and labour, and special conditions a.7. use of calculators, computer programs and other aids in the estimation and cost calculation processes
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. range of products and services offered by the enterprise a.2. operating principles of products and equipment a.3. enterprise costing procedures a.4. components of overheads costs a.5. components of direct labour costs a.6. work flow and manufacturing processes a.7. basic mathematical processes a.8. basic mathematical formulae a.9. labour rates and approximate costs of products and materials a.10. safety and environmental requirements of relevant industry and enterprise procedures a.11. general industry housekeeping policies and procedures a.12. recording and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret and apply work instructions and established procedures b.2. locate and interpret technical information about products, materials, equipment and operating procedures b.3. identify customer requirements b.4. calculate amounts and sizes of materials b.5. apply hourly rates for labour and overheads b.6. estimate production times b.7. calculate total costs of products or services b.8. ascertain or estimate delivery/availability time-lines
4. Resource implications	<ul style="list-style-type: none"> a. Access is required to real or appropriately simulated situations involving estimation and costing of products and services b. Access is required to specifications and costs of relevant products, equipment and materials and information on labour costs and availability, safety procedures, regulations, quality standards, and enterprise procedures c. Access is required to all necessary facilities and associated equipment including calculators, computers and relevant software
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. establishing plans a.2. describing procedures and consequences a.3. completing tasks a.4. identifying problems a.5. applying and taking into account safety precautions relevant to the task b. Takes relevant enterprise procedures into account when developing estimates and costing, including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. standard job procedures and work instructions b.3. quality procedures b.4. security procedures b.5. waste, pollution and recycling management procedures c. Actions are implemented promptly and accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions with customers, staff and others e. Work is completed systematically with attention to detail f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of customers, products and services
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an industry approved simulated environment b. Competence should be demonstrated with a range of typical industry product and equipment applications

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

LMTPDFT-01A Design tooling

Field: Product Development

This unit encompasses the skills and knowledge required to design tooling required for producing footwear within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Clarify requirements	a. Tooling requirements are defined and/or clarified in accordance with enterprise procedures
2. Contribute to development of design/engineering specifications	a. Engineering/design specifications for tooling are developed, which include items to be produced internally or by external suppliers b. Specification details are confirmed and prepared in accordance with enterprise procedures, including required standards of construction and overall quality
3. Liaise with engineering or external supplier	a. Tooling brief is provided to engineering and/or external supplier, as required b. Liaison occurs with the component supplier and/or engineering area to manufacture knives or tooling

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the design of tooling to meet specific manufacturing requirements b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies can refer to enterprise and client initiated ideas or requests c. Size and work organisation within enterprise will determine the range of interaction with other areas, e.g.: <ul style="list-style-type: none"> c.1. prototype or sample maker, c.2. engineering c.3. management c.4. external supplier d. Tooling may include cutting knives or punch dies e. Tooling activities may involve: <ul style="list-style-type: none"> e.1. CAD system e.2. manual design methods f. The competencies are applied under general guidance on progress and outcomes g. Knowledge and skills are applied to a wide range of tasks and/or roles h. The competencies are used within routines, methods and procedures i. Data entry/recording may include: <ul style="list-style-type: none"> i.1. keyboard i.2. computer aided drafting input device i.3. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Design drawings/sketches c. Shoe construction instructions d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures g. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the design of tooling to meet specific manufacturing requirements 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 b.3. standard work practices c. Reporting actions include verbal and written communication in accordance with organisational policies and procedures d. Communication may be oral, written or visual and can include simple data e. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary f. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

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. define requirements a.2. develop accurate specifications a.3. assess technical requirements a.4. liaise with engineer/external supplier a.5. communicate effectively with design team, customers, etc. a.6. apply workplace health and safety policies in work operations a.7. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the requirements of tooling design a.2. footwear construction a.3. quality requirements a.4. materials used in footwear production a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures and reporting processes a.7. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. prepare specifications b.2. use manual or CAD systems b.3. communicate effectively with individuals, work groups and supervisors b.4. maintain records, document and transfer information b.5. interpret and carry out established procedures
4. Resource implications	a. Access to real or appropriately simulated tooling design situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design drawings, sketches and specifications a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDFT-02A Assist with development of design

Field: Product Development

This unit encompasses assisting with research and preparation of footwear design development within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret design instructions within specified guidelines	a. Design instructions are clarified, in consultation with designer, sales team, management and/or client, where required b. A strategy plan and/or critical path plan is developed, when required c. Constraints are identified and taken into account when clarifying the instructions
2. Contribute to design concepts	a. Preliminary concepts are worked out in conjunction with others, to identify possibilities b. Variations on components or styles are suggested, where appropriate c. Design brief is provided to componentry supplier for comment, where required, and ideas are contributed and discussed with project team members d. Relevant support materials and explanations are developed and refined in conjunction with members of the design team
3. Prepare pattern standards	a. Material and component samples related to the product being developed are identified or obtained b. Relevant standards of construction procedures are identified, including size and fit, and grade rules c. Pattern standards are prepared in accordance with enterprise procedures
4. Oversee production of sample or prototype	a. All sample pieces are cut from patterns to meet specifications or design concept b. Development of the sample is organised to ensure compliance with specifications c. Fitting is conducted and any necessary alterations are arranged to ensure correct fit, including reduction of the last or other appropriate steps d. Finishing off and final fitting is assessed in accordance with specifications and enterprise procedures e. Liaison is assessed with all relevant personnel in the production of samples

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves assistance to others with research and preparation of development design b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies can refer to enterprise and client initiated ideas or requests c. Patterns may be cut by: <ul style="list-style-type: none"> c.1. hand c.2. using machines d. Shoe finishing off processes could relate to: <ul style="list-style-type: none"> d.1. make up of bottom stock and attachment of lasted shoe d.2. cleaning d.3. insertion of laces, etc. e. The competencies may involve applications associated with: <ul style="list-style-type: none"> e.1. footwear components e.2. custom-made shoes or volume production e.3. half pairs or mirror image pairs f. Components may include: lasts, casts, soles, insoles, heels, etc. g. The extent and nature of product design will depend on the products and organisational structure within the individual enterprise h. Modification of lasts may be undertaken by: <ul style="list-style-type: none"> h.1. the footwear designer in custom-made shoes h.2. the component supplier in the case of volume manufacture i. Size and work organisation within enterprise will also determine the range of interaction with other areas, e.g. : <ul style="list-style-type: none"> i.1. prototype or sample maker i.2. marketing/sales i.3. management i.4. customer j. Design activities may include: <ul style="list-style-type: none"> j.1. CAD system j.2. manual design methods k. The competencies are applied under general guidance on progress and outcomes l. Knowledge and skills are applied to a wide range of tasks and/or roles m. The competencies are used within routines, methods and procedures n. Data entry/recording may include: <ul style="list-style-type: none"> n.1. keyboard n.2. computer aided drafting input device n.3. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Design brief c. Organisation work procedures d. Organisational or external personnel e. Quality and Australian standards and procedures f. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to research and preparation of designs for footwear b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ol style="list-style-type: none"> a.1. clarify design instruction a.2. develop strategy plan/critical path plan a.3. assess technical requirements a.4. develop design concepts and pattern standards a.5. ensure accurate sample/prototype is produced to reflect design concepts a.6. compile/compare costs of designs a.7. communicate effectively with design team, customers, etc. a.8. apply workplace health and safety policies in work operations a.9. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> a.1. the elements and principles of design and how they can be used to create good design in the footwear industry a.2. footwear construction a.3. prototype or sample making a.4. materials used in footwear production a.5. specification requirements and costing procedures a.6. safety and environmental aspects of relevant enterprise activities a.7. workplace procedures and reporting processes a.8. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ol style="list-style-type: none"> b.1. prepare pattern standards b.2. identify constraints b.3. suggest variations to design b.4. organise completion of samples b.5. communicate effectively with individuals, work groups and supervisors b.6. interpret and carry out established procedures b.7. maintain records, document and transfer information
4. Resource implications	a. Access to real or appropriately simulated research and preparation of design development situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design briefs and/or customer's requirements a.3. preparing design specifications 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: <ol style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDFT-03A Determine client footwear requirements

Field: Product Development

This unit covers the collection of information from client and the assessment and measurement of the foot to provide information for the manufacture of custom-made footwear.

ELEMENT	PERFORMANCE CRITERIA
1. Determine client requirements	<ul style="list-style-type: none"> a. Services and/or products provided are outlined and general estimates of costs of services and/or products are provided b. Client is provided with estimate of time required for shoe design and manufacture c. Client's expectations related to services and/or products to be provided are discussed and agreement reached with client d. Information is recorded accurately and completely to assist in determining possible development plan
2. Carry out measurement on foot and footwear	<ul style="list-style-type: none"> a. Direct and representation measurements are taken related to shape and size of foot b. Gait analysis is performed to obtain baseline data of client's walk pattern c. Supplementary measurement techniques are utilised to confirm primary findings or to provide additional data d. Trial fit is conducted using commercial or client's footwear e. Footwear are examined and measurements taken, as necessary f. Data derived from measurements is recorded and analysed and results recorded using established procedures
3. Develop plan for manufacture of shoe	<ul style="list-style-type: none"> a. A development and production plan is formulated and options are presented to the client b. Agreement is reached with client regarding costs, timeframes and payment schedules to implement plan of action

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves workplace activities associated with assessing the clients footwear needs and taking footwear measurements b. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies can refer to enterprise and client initiated ideas or requests c. The competencies may involve applications associated with: <ul style="list-style-type: none"> c.1. original creation c.2. adaptation of designs or interpretation of sketches within contexts related to single or low volume production styles and ranges d. Activities may relate to: <ul style="list-style-type: none"> d.1. all the criteria normally required to finalise details associated with establishing time-lines and budget development d.2. agreement of design requirements e. Fashion trends in relation to componentry may relate to heel height, character, style, forepart thickness of sole, randed, not randed, etc., materials such as crepe, linings, unlined, quality of linings available, and materials used for componentry f. Specific footwear measurements may include the use of basic measuring devices such as rulers and tape measures, 2-dimensional tracings, 3-dimensional techniques g. Design and development variables include nature and extent of functional demands, foot characteristics, styles and characteristics of the materials h. The competencies are applied under limited guidance in line with a broad plan, budget or strategy i. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills j. The competencies are used independently within substantially non-routine situations k. Data entry/recording may include keyboard and manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Design drawings/sketches d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the assessing client needs and measuring of footwear b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. undertake client assessment a.2. document client requirements and measurements a.3. develop a plan for shoe design and construction a.4. identify and confirming costs, time-lines, etc. a.5. communicate effectively with design team, customers, etc. a.6. apply workplace health and safety policies in work operations a.7. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. detailed knowledge of footwear construction a.2. basic knowledge of anatomy and physiology a.3. footwear and fashion trends a.4. detailed knowledge of a range of leathers, synthetics and other materials used in shoe production, trims, accessories and their properties and characteristics a.5. detailed knowledge of proposal requirements, including determining time-lines and budgets a.6. budgeting procedures for proposal preparation and/or costing a.7. safety and environmental aspects of relevant enterprise activities a.8. workplace procedures and reporting processes a.9. relevant OH&S legislation, regulatory requirements and copyright obligations and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. clarify requirements b.2. establish time-lines and budget b.3. produce and document measurements b.4. communicate and interact effectively with clients, component suppliers and in the workplace b.5. establish and interpret procedures and processes b.6. determine report requirements and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving identification of client footwear requirements and footwear measurements b. This includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting client requirements a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDFT-04A Design and make patterns

Field: Product Development

This unit covers the design and making of patterns for the construction of custom-made footwear.

ELEMENT	PERFORMANCE CRITERIA
1. Clarify measurements	a. Measurements are reviewed to confirm that all required information has been provided
2. Determine resources required to prepare patterns	a. Materials to prepare pattern are selected b. Appropriate techniques needed to prepare pattern are selected to ensure achievement of design c. For existing clients, patterns are reviewed against current requirements and modified consistent with specifications, as required d. For new clients, patterns are designed based on client's measurements, consistent with specifications
3. Prepare patterns	a. Patterns are prepared in accordance with design specifications and with reference to last construction b. Initial upper design is made on 3D last c. Information is accurately translated from 3D last master to 2D working patterns d. Modifications are made to pattern which accurately reflect selected materials, shoe style and specific client requirements, as necessary e. Standard and working patterns of both upper and sole are produced in accordance with specifications and to accepted standards and construction tolerances
4. Make and evaluate mock up/fitting	a. A mock-up or diagnostic fitting is made to accurate specifications and allowance is made for differential between diagnostic and final materials b. Diagnostic fitting is evaluated, if used, and proposed construction and materials are reviewed in relation to viability of design, fitting and appropriateness
5. Prepare specifications and materials requirements	a. Produce working specifications for construction of footwear to defined tolerances and standards b. Identify material requirements for the construction of the footwear
6. Perform record keeping procedures	a. Clients files are maintained to ensure accurate records are kept and in accordance with enterprise requirements b. Documentation is completed in accordance with established guidelines, policies and procedures

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. identify/define design lines and features a.2. choose patterns to suit specifications and measurements a.3. modify, check and test patterns a.4. make prototype/toile a.5. identify material requirements to construct footwear a.6. communicate effectively with design team, customers, etc. a.7. apply workplace health and safety policies in work operations a.8. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit may be assessed independently
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. the principles and concepts of pattern making a.2. customer design and fit requirements a.3. general principles of custom-made footwear design a.4. cost efficiency in relation to pattern making a.5. range of typical leathers, fabrics, including weight and other characteristics a.6. marker making procedures a.7. cutting and construction a.8. safety and environmental aspects of relevant enterprise activities a.9. workplace procedures and reporting processes a.10. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. undertake the range of activities associated with selecting and modifying existing patterns b.2. develop the pattern with consideration to the style and characteristics of the shoe b.3. construct toiles or prototypes b.4. test patterns and recommend alternative construction methods b.5. use manual or CAD systems b.6. communicate effectively with individuals, work groups and supervisors b.7. maintain records, document and transfer information b.8. interpret and carry out established procedures
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated pattern design and making situations b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design drawings, sketches and specifications a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPDFT-05A Select and/or make last

Field: Product Development

This unit covers the selection/production and adjustment of a shoe last.

ELEMENT	PERFORMANCE CRITERIA
1. Clarify measurements	a. Measurements are reviewed to confirm that all required information has been provided
2. Determine resources required to produce shoe last	a. Materials to make shoe last are selected to match design requirements b. Special or 'one-off' materials are ordered from appropriate suppliers and availability within specified time frames is confirmed c. Appropriate techniques needed to produce the shoe last are selected to ensure achievement of design
3. Select existing and/or commercial last	a. An appropriate existing and or commercial last is selected which closely matches the required foot shape and size
4. Produce an original last	a. An original last is constructed from selected materials to produce a last with the desired shape and dimensions b. Inside buildups (additions) are made, formed to the last and shaped to comply with design specifications c. Buildup components are trial fitted to review fit and function, modified if required, and attached
5. Adjust last	a. The last and any buildup components are checked, and adjustments/refinements made if necessary, so last complies with design requirements and established production standards
6. Perform record keeping procedures	a. Shoe last details are included in client files in accordance with enterprise documentation requirements b. Associated record keeping activities are completed in accordance with established guidelines, policies and procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves workplace activities associated selecting and or making a shoe last b. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies can refer to enterprise and client initiated ideas or requests c. The translation of measurements and general foot shape into definitive lasts include variables such as nature and extent of functional demands, foot characteristics, styles and characteristics of the materials d. Last types include slip on, court, boot, sandal, inner shoes e. Material for last construction can include plaster, wood, polyester-nylon, expandable foams, casting polyurethane, leather and cork f. Fabrication tools and techniques can be used including hand tools, machine tools, CAM and mechanical duplicators g. Activities may relate to: <ul style="list-style-type: none"> g.1. all the criteria normally required to finalise details associated with establishing time-lines g.2. budget development g.3. agreement of design requirements h. The competencies are applied under limited guidance in line with a broad plan, budget or strategy i. Knowledge and skills are applied as part of the major functional area and/or in highly specialised situations requiring a range of skills j. The competencies are used independently within substantially non-routine situations k. Data entry/recording may include: <ul style="list-style-type: none"> k.1. keyboard k.2. manual operations
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s requirements b. Work specifications c. Design drawings/sketches d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the selecting and making a shoe last b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ol style="list-style-type: none"> a.1. making a last a.2. adjusting/modifying the shoe last a.3. selecting a suitable last a.4. check work against specifications 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
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> a.1. basic anatomy of foot and ankle a.2. last characteristics a.3. last making methods and material a.4. footwear design and construction a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures a.7. reporting processes a.8. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ol style="list-style-type: none"> b.1. make lasts from existing casts b.2. shape and modify lasts to meet specifications b.3. apply all the relevant safety practices when working in shoe production b.4. communicate effectively with clients, individuals, work groups and supervisors b.5. maintain records b.6. select, interpret and apply procedures and processes b.7. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving the selection and making of lasts for the manufacture of custom-made shoes b. Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design requirements a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

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

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Determine production requirements	a. Projected quantity and quality requirements, standard times and production capacities are identified b. Production process and material handling options are identified c. Resources required for the project or production order are established
2. Prioritise work	a. Work is prioritised taking into account production demands, customer requests/requirements and efficiency standards of the enterprise
3. Sequence production	a. Steps required for the process are identified ensuring most efficient use of resources b. Documentation is prepared in accordance with enterprise procedures
4. Organise team and resources	a. Work team is selected and organised in accordance with enterprise procedures b. Facility, equipment and material and resources required for the production process are identified and organised in accordance with the production schedule
5. Implement and monitor work flow	a. Work flow is monitored to ensure production schedule is maintained b. Methods are implemented to ensure that work is directed to each work area or location as required, and potential congestion areas are identified c. Troubleshooting occurs on a regular basis in response to breakdowns, absenteeism and other factors
6. Implement variations to production plan	a. Systematic implementation of variations to the production plan are coordinated to ensure production meets the schedule and specifications b. Work is re-allocated in accordance with production priorities, where required c. Inefficiencies are identified and dealt with in accordance with enterprise/production procedures d. Team or individual responsibilities are defined and communicated
7. Maintain records	a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

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

Evidence Guide

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

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

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

Field: Production

This unit covers the skills and knowledge required to set up machines for production changes in a TCF enterprise.

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

Range of Variables

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

Evidence Guide

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

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

LMTPRGN-03A Participate in production planning processes

Field: Production

This unit covers the skills and knowledge required to participate in production planning in a TCF enterprise.

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

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves participation in production planning in a TCF enterprise b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation in a TCF sector b. Work conducted in a variety of environments, i.e. operational workplace activities, restricted space, hazardous, controlled or exposed conditions c. TCF production areas may include: <ul style="list-style-type: none"> c.1. textile production c.2. clothing production c.3. footwear production c.4. early stage wool processing c.5. cotton ginning c.6. hide/skin/leather production c.7. headwear production and millinery c.8. canvas and sails production c.9. laundry operations c.10. dry cleaning operations d. Product schedule may include plant layout/machine involvement and personnel required for particular operations e. The competencies are applied under general guidance on progress and outcomes f. Knowledge and skills are applied to a wide range of tasks and/or roles g. The competencies are used within routines, methods and procedures h. Operations may cover various time scales to reflect seasonal planning i. Production planning may relate to: <ul style="list-style-type: none"> i.1. establishing an overall plan for manufacture/product delivery i.2. repetitive production runs i.3. short runs i.4. quick changes i.5. a diversity of styles i.6. indent orders i.7. stock services replenishment j. Organisation Systems may include: <ul style="list-style-type: none"> j.1. JIT j.2. VAM j.3. quick response j.4. quality circles j.5. team processes j.6. benchmarking k. Consultation may occur with suppliers and manufacturers l. Planning meetings may relate to formal meeting situations or informal information exchange between relevant personnel m. Formal meeting situations or informal information exchange may occur between relevant personnel n. Exposure may occur to chemicals, dangerous or other hazardous substances o. Data recording may involve use of keyboard or manual recording applications p. Interaction may occur with other departments
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Production orders b. Machine/equipment manufacturers' specifications and instructions c. Organisation work orders d. Production and planning policies and other documentation e. Organisational or external personnel f. Work scheduling documentation g. Job procedures h. Work instructions

4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to planning and implementation of production for a work team b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practice includes providing an effective contribution to planning production d. Extent of production planning will be dependent on production requirements and workplace arrangements within the enterprise e. Reporting actions include verbal and written communication in accordance with organisational policies and procedures f. Communication may be oral, written or visual and can include simple data g. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary h. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation c. Environment protection legislation

Evidence Guide

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

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

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

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for test	a. Appropriate materials and samples are selected in accordance with quality and enterprise procedures b. Equipment is selected, prepared and calibration confirmed, as required
2. Perform test/inspection	a. Sample is tested against specified standards in accordance with required quality standards and using appropriate/prescribed-testing procedures b. Checks are assessed in accordance with enterprise procedures
3. Record and report result	c. Data collected is converted into a form suitable for interpretation d. Outcomes are reported in accordance with enterprise procedures and appropriate personnel advised e. Result is recorded in accordance with enterprise requirements

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. confirm/clarify requirements a.2. select appropriate samples of materials a.3. ensure machines are calibrated, adjusted and operated correctly a.4. conduct quality inspection and/or testing of sample/s a.5. apply workplace health and safety policies in work operations a.6. record and report results accurately
2. Interdependent assessment of units	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. range of inspection and testing processes a.2. range of test equipment and their operation a.3. setting and adjustment requirements a.4. characteristics of materials a.5. recording and reporting procedures a.6. quality requirements a.7. safety and environmental aspects of relevant testing processes a.8. relevant OH&S legislation, codes of practice, policies and procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret technical data b.2. set and operate test equipment b.3. test and analyse samples b.4. apply all relevant safety practices b.5. communicate effectively within the workplace b.6. maintain accurate test results/work records b.7. interpret and apply established procedures b.8. document, assess and transfer information
4. Resource implications	a. Access is required to real or appropriately simulated situations involving the testing or inspection of materials and products, including work areas, materials, machines/equipment, and information on manufacturers' specifications and instructions, program scheduling documentation, relevant safety procedures and regulations, quality standards, and organisation procedures
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. completing tasks a.2. organising work a.3. identifying improvements a.4. applying safety precautions relevant to the task a.5. assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. 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 testing/inspection equipment and processes, sufficient to ensure confirmation of the required skills and knowledge

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

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 time-lines 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-13A Repair product

Field: Production

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

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

Range of Variables

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

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. assess product for repair a.2. repair product to optimum condition a.3. check repair against quality standards a.4. interact with the personnel/client a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. product construction applicable to product being repaired a.2. characteristics of materials used in product construction a.3. appropriate repair techniques and their application a.4. quality standards a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures a.7. reporting processes a.8. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. perform maintenance and repair techniques to the required industry standard b.2. communicate effectively with clients, individuals, work groups and supervisors b.3. use hand and machine appropriate to the repair task b.4. apply all the relevant safety practices b.5. communicate effectively with clients, individuals, work groups and supervisors b.6. maintain records b.7. apply procedures and processes b.8. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations the repair of final products or products produced at different stages of production to meet quality standards within sectors of the TCF industry, includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. organising work a.2. completing tasks a.3. identifying improvements a.4. applying safety precautions relevant to the task a.5. assessing operational capability of specified equipment used and work processes b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPRGN-15A Coordinate work of team/section

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Plan and coordinate work schedules	<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	<ul style="list-style-type: none"> 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	<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, however, the unit may be assessed in conjunction with other units that form part of a job function
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. production and work flow system in the section/team a.2. factors/constraints that impact on effective work flow a.3. effective work methods to achieve production objectives and time-lines a.4. methods for monitoring and coordinating the use of resources a.5. quality assurance standards and procedures a.6. relevant OH&S legislation, codes of practice, policies and procedures 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment b. Competence should be demonstrated with a range of typical industry sector machines or equipment, production schedules, sufficient to ensure confirmation of the required skills and knowledge

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

LMTPRGN-17A Cut leather by hand

Field: Production

This unit covers the process required to cut leather by hand to enterprise standards.

ELEMENT	PERFORMANCE CRITERIA
1. Set up workstation	<ul style="list-style-type: none"> a. Workstation is set up in accordance with specifications and workplace procedures b. Cutting equipment and/or patterns are selected and prepared in accordance with specified work and sizes, and manufacturer's instructions c. Materials are collected and laid out in accordance with workplace procedures d. Records are kept in accordance with workplace requirements
2. Assess leather	<ul style="list-style-type: none"> a. The leather is assessed for cutting and any faults identified
3. Cut leather by hand	<ul style="list-style-type: none"> a. Problems or faults with patterns, knives and cutting boards are recognised and referred for repair or correction b. Cutting knives and patterns are used to gain optimal material utilisation when compared against enterprise standards for quality and usage c. Scars, marks and fault areas of high quality leather are identified and patterns are positioned accordingly d. Patterns are positioned to allow for identified faults e. Pieces are cut considering the nap of suede or other grain or print characteristics of the leather f. Pieces are cut precisely to size and are size colour coded and colour matched
4. Check finished product	<ul style="list-style-type: none"> a. Finished products are checked against job specifications and enterprise standards

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the cutting of leather by hand 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 may be conducted in a large scale production or small business situation b. Competence must be demonstrated in assessing leather and identifying any faults such as scars, marks and fault areas c. Competence must be demonstrated in capacity to achieve maximum yield in relation to quality requirements of the enterprise d. Competence must be demonstrated in cutting pieces or pairs in regard to size and colour e. Leather may include buffalo, cow, calf, kid, kangaroo, deer, fish, reptiles, emu
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Enterprise standards c. Patterns d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures g. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the cutting of leather by hand b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. plan and coordinate complicated cutting operations a.2. check work against work specifications and enterprise standards a.3. prepare equipment and work prior to commencing operations a.4. apply techniques in over the full range of cutting operations a.5. check work against specifications a.6. apply workplace health and safety policies in work operations a.7. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. equipment required for both complicated and uncomplicated cutting operations a.3. cutting board maintenance a.4. leather types, their qualities and principles of cutting a.5. enterprise standards a.6. quality standards and handling procedures a.7. safety and environmental aspects of cutting process a.8. workplace operations and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret work specifications and patterns for complicated operations b.2. handle, receive and cut leather to enterprise standards b.3. match blades to reflect material requirements b.4. identify faults in different types of leather and cut accordingly b.5. rectify redeemable faults b.6. adhere to the quality requirements of the enterprise b.7. maintain accurate work records in accordance with procedures b.8. carry out work in accordance with OH&S policies and procedures b.9. meet work specifications b.10. communicate effectively within the workplace
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated leather cutting situations involving complicated operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting work specifications and cutting instructions 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 (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPRGN-18A Grade leather

Field: Production

This unit covers the assessment, grading and sorting of leather products to specifications and enterprise standards.

ELEMENT	PERFORMANCE CRITERIA
1. Assess leather	a. The sections and quality within a hide are assessed and faults/discrepancies and variance in quality of materials supplied are identified b. The leather is assessed for use in production c. Leather is checked against specifications
2. Grade skins	a. Skins are graded according to enterprise grading standards b. Each hide is graded according to proportion of defects in relation to whole size
3. Sort skins	a. Skins are sorted for their suitability for particular styles
4. Calculate allowance	a. Allowance is calculated to enterprise standard based on available material and product b. Leather is matched against work specifications and issued to clicker

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the grading of leather by hand 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 may be conducted in a large scale production or small business situation b. Competence must be demonstrated in assessing incoming leather in terms of weight, substance, colour shading stretch and thickness c. Competence must be demonstrated in checking leather for colour, substance, softness, strength, stretch area and thickness d. Competence must be demonstrated in grading in relation to surface, finish, blemishes and substance e. Competence must be demonstrated in sorting skins in regard to size and shape, colour and types of defects f. Calculation of allowance may be made manually or by computer g. Competence must be demonstrated in exercising initiative and judgement
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Enterprise grading standards c. Organisation work procedures d. Organisational or external personnel e. International and national grading standards f. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the grading of leather by hand b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. plan and coordinate complicated grading operations a.2. check work against work specifications and enterprise standards a.3. prepare equipment and work prior to commencing operations a.4. apply techniques in over the full range of operations a.5. check work against specifications a.6. apply workplace health and safety policies in work operations a.7. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. relevant OH&S legislation, codes of practice, policies and procedures a.2. equipment required for both complicated and uncomplicated grading operations a.3. international and national grading standards a.4. enterprise grading standards a.5. leather types a.6. quality requirements of the enterprise a.7. quality standards and handling procedures a.8. safety and environmental aspects of relevant product assembly processes a.9. workplace operations and reporting procedures b. Underpinning skills to: <ul style="list-style-type: none"> b.1. interpret work specifications for complicated operations b.2. handle, receive and grade leather to work specifications b.3. identify faults/discrepancies b.4. check against specifications b.5. grade and sort skins to enterprise standards b.6. maintain accurate work records in accordance with procedures b.7. carry out work in accordance with OH&S policies and procedures b.8. meet work specifications b.9. communicate effectively within the workplace
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated leather grading situations involving complicated operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting work specifications and pressing instructions 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 (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPRFT-10A Prepare, cut and sew custom-made shoe components

Field: Production

This unit covers the skills and knowledge required to measure, cut and sew custom-made shoe components.

ELEMENT	PERFORMANCE CRITERIA
1. Clarify requirements	<ul style="list-style-type: none"> a. Client requirements are reviewed to confirm all information has been provided prior to manufacture b. Design requirements and preferred materials are clarified with client, where required c. Availability of materials of the type and quality required are confirmed, and special or 'one-off' material are ordered from appropriate suppliers
2. Check shoe last	<ul style="list-style-type: none"> a. The last is checked to confirm compliance with design specifications and is free of construction faults b. Specific design and construction features are clarified as required
1. Check pattern	<ul style="list-style-type: none"> a. Pattern is reviewed to ensure compliance with design requirements and last construction b. Design features are clarified with pattern maker, if required
2. Prepare and make components	<ul style="list-style-type: none"> a. Workstation is set up and materials are laid-up correctly for single or multiple cutting according to enterprise standards b. Suitable cutting equipment is selected and checked, and materials are obtained according to specifications c. Cut pieces are correctly sized, marked, counted and stamped according to work ticket and to enterprise specifications d. Components are prepared using appropriate machines according to workplace requirements
3. Cut/click leather	<ul style="list-style-type: none"> a. Workstation is set up and cutting equipment selected and prepared in accordance with specifications and workplace procedures b. The material is correctly assessed, sized, marked and layed up correctly for cutting c. Machines are started up, operated, checked and cleaned or closed down following enterprise operator procedures and relevant safety regulations, as required d. Clicking knives are selected and used to gain optimal material utilisation e. Parts are cut manually or by machine to enterprise quality standards in relation to material flaws and individual pairs selected f. Pairs are clicked/cut manually or by machine to achieve best yield according to appropriate allowance
4. Prepare and make the upper	<ul style="list-style-type: none"> a. Workstation is set up and upper components are checked and laid out correctly b. Machine is set up and adjusted and treads and needles selected in accordance with manufacturers' instructions, workplace requirements and specifications for the work, as required c. Stitch length is set and tested, tension set and machine tested against specifications d. The upper is processed either manually or by machine in accordance with enterprise requirements, workplace procedures and/or manufacturers instructions e. Seams are machined and threads trimmed to achieve specifies results
5. Conduct final quality check for operations	<ul style="list-style-type: none"> a. Uppers and component parts are bundled, stacked, stored or despatched in accordance with workplace procedures b. Final product is checked to ensure enterprise quality requirements are met c. Production faults are dealt with in accordance with workplace procedures

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the preparation, cuttings and sewing of custom shoe components b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. The competencies apply to workplace activities associated with producing custom-made shoes c. Degree of complexity will relate to leather and other materials being used and intricacy of design d. Interpreting measurements into a pattern may relate to special individual requirements, such as design features, posture, shape, etc. e. Competency must be demonstrated in the performance of operations, machines and processes associated with stuff cutting, making of soles, sole and heel units, insoles, etc. f. Competency must be demonstrated in a range of operations which may include lining stitching, back seaming, zigzagging, binding, bar tacking, etc. g. Safety procedures and practices when working with cutting and sewing equipment are as specified by manufacturers, regulatory authorities and the enterprise h. Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise i. The competencies are applied under general guidance on progress and outcomes j. Knowledge and skills are applied to a wide range of tasks, roles and/or functions k. The competencies are used within routines, methods and procedures
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s measurements and requirements b. Work specifications c. Design sketches and drawings d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the development and production of custom-made shoes b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. cut leather and other materials a.2. prepare and sew the upper a.3. prepare and make components a.4. apply workplace health and safety policies in work operations a.5. maintain accurate records
2. Interdependent assessment of units	a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. shoe construction methods a.2. characteristics of typical leathers, fabrics and other materials used in shoe production a.3. operating procedures for cutting and machining leather a.4. quality standards and leather handling procedures a.5. material flaws of leather including veins, growth marks, tick and scars a.6. safety and environmental aspects of relevant enterprise activities a.7. workplace procedures a.8. reporting processes a.9. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. operation of various shoe production machines and processes b.2. apply all the relevant safety practices when working in the leather goods production industry b.3. communicate effectively with clients, individuals, work groups and supervisors b.4. maintain records b.5. select, interpret and apply procedures and processes b.6. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving the preparation of components for custom-made shoes b. Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design requirements a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPRFT-11A Assemble and finish custom-made shoe

Field: Production

This unit covers the assembling/making and finishing of custom-made shoes

ELEMENT	PERFORMANCE CRITERIA
1. Set up workstation	a. Appropriate assembly processes are determined and workstation is set up to reflect specifications and workplace procedures
2. Perform preparatory work on shoe	a. Work ticket is followed to collect, sort, assemble and re-assemble parts as required including last, uppers, insoles, heels and soles b. Conditioning is undertaken as required to reflect workplace procedures, including rapid conditioning, mulling or use of toe steamer as appropriate to construction technique c. Upper is blocked, rounded and/or randed as required to conform to the last shape d. Counter or stiffener is inserted in accordance with workplace procedures and construction techniques e. Insoles are prepared in accordance with specifications and to reflect construction techniques being used f. Pre-cemented insoles and uppers are heat activated as appropriate g. Solvent wipe bonding area where roughing could damage the backing fabric h. Track, belt or rack is loaded as required or workstation is prepared to reflect various stages of production i. Toe puff is applied using the appropriate machine methods as specified j. Back part is moulded using hot and cold moulds in accordance with construction techniques and specifications k. Carry out specific processes as per enterprise requirements
3. Last the shoe	a. Uppers and insoles are attached as required in accordance with specifications b. Shanks or stiffeners are attached as required c. Staple as required d. Toe puff is inserted as appropriate e. Last or foot form is checked before attaching insole and upper, checking for sizes f. Toes and/or upper are conditioned in accordance with workplace procedure
4. Make/assemble the shoe	a. Materials are prepared in accordance with enterprise and manufacturer's specifications b. Soles and uppers are prepared in accordance with workplace requirements c. Machines are set up and checked for correct operations, as required d. Shoes are assembled using the appropriate manual and/or machine construction techniques in accordance with workplace procedures e. Final quality check is assessed in accordance with workplace procedures
5. Finish shoe	a. Finishing of shoe is assessed in accordance with specifications and enterprise requirements

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the manual and or machine assembly and finish of custom-made shoes b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. Competencies apply to workplace activities associated with producing custom-made shoes c. Degree of complexity will relate to leather and other materials being used and intricacy of design d. Competency must be demonstrated in working manually or by using machine construction techniques e. Construction techniques may include cement, moulded construction, veldtschoen construction, moccasin construction, welt construction, etc. f. Competency must be demonstrated in relevant machine operations including the setting of machines within specified tolerances and in accordance with manufacturer's specifications, selection of materials, stitch types, needle threads and their qualities. Machines may include heavy stitch, blake stitcher, toe laster, side laster, seat laster, seat and side laster, the forepart laster and force lasting machine g. Safety procedures and practices when working with shoe assembly equipment are as specified by manufacturers, regulatory authorities and the enterprise h. Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise i. The competencies are applied under general guidance on progress and outcomes j. Knowledge and skills are applied to a wide range of tasks, roles and/or functions
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s measurements and requirements b. Work specifications c. Design sketches and drawings d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the assembly and fitting of custom-made shoes b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. apply manual and machine assembly/making techniques a.2. carry out all machine operations a.3. finish shoe a.4. check work against specifications 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
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. shoe construction methods a.2. operating procedures for making and assembling shoe components a.3. materials used including adhesives and solvents and safety requirements in their use a.4. quality standards and leather handling procedures a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures a.7. reporting processes a.8. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. operation of various shoe assembly machines and processes b.2. apply all the relevant safety practices when working in shoe production b.3. communicate effectively with clients, individuals, work groups and supervisors b.4. maintain records b.5. select, interpret and apply procedures and processes b.6. prepare and present reports and information in appropriate formats
4. Resource implications	a. Access to real or appropriately simulated situations involving the assembly and finish of custom-made shoes b. Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design requirements a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

LMTPRFT-12A Fit custom-made footwear

Field: Production

This unit covers the trialling and fitting of custom-made footwear.

ELEMENT	PERFORMANCE CRITERIA
1. Clarify specifications	a. Client measurements and construction specifications are reviewed to confirm all required information has been provided
2. Conduct trial last and diagnostic fitting	a. A trial last fitting is conducted to check last for fit and function b. Changes made to last until desired shape is achieved in consultation and conforms to design and construction specifications c. A mock-up or diagnostic fitting is made to design and construction specifications d. Diagnostic fitting is evaluated and proposed construction and materials are reviewed
3. Conduct trial fittings	a. Custom-made footwear is fitted and any adjustments made after consultation with client b. Trial fitting of custom-made footwear is conducted to reflect real-life usage, ease of fitting and compliance with design and production specifications c. Footwear is fitted and any adjustments made after discussion with client
4. Conduct client followup.	a. Measurements are taken of foot and footwear and compared to previous findings b. New measurements are taken, if required, to confirm/establish extent of changes required to footwear c. On-going consultation is maintained during the client's fitting and follow-up stages if necessary and appropriate
5. Document outcomes of follow up	a. All client and measurement information relating to changes to footwear are recorded using established enterprise procedures b. Specifications are prepared for the development of new, or modification of existing footwear, as required

Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves the trialling and fitting of custom-made shoes b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. Competencies apply to workplace activities associated with producing custom-made shoes c. Degree of complexity of fitting will relate intricacy of design d. Specific footwear measurements may include the use of basic measuring devices such as rulers and tape measures, 2-dimensional tracings, 3-dimensional techniques e. Safety procedures and practices when working with shoe assembly equipment are as specified by manufacturers, regulatory authorities and the enterprise f. Documentation procedures apply to the range of paperwork and documentation normally used within the enterprise g. The competencies are applied under general guidance on progress and outcomes h. Knowledge and skills are applied to a wide range of tasks, roles and/or functions
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Customer/s measurements and requirements b. Work specifications c. Design sketches and drawings d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to the assembly and fitting of custom-made shoes b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> a.1. examine and measure foot and shoe a.2. adjust shoe last a.3. fit and adjust footwear a.4. check work against specifications a.5. apply workplace health and safety policies in work operations a.6. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. basic anatomy of foot and ankle a.2. footwear measuring procedures a.3. footwear design and construction a.4. safety and environmental aspects of relevant enterprise activities a.5. workplace procedures a.6. reporting processes a.7. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. measure feet and shoes b.2. apply all the relevant safety practices when working in shoe production b.3. communicate effectively with clients, individuals, work groups and supervisors b.4. maintain records b.5. select, interpret and apply procedures and processes b.6. prepare and present reports and information in appropriate formats
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated situations involving the trilling and fitting of custom-made shoes b. Includes real or simulated work areas, materials, equipment, and information on work specifications, customer requirements, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design requirements a.3. completing tasks a.4. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

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

Field: Engineering and Maintenance

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

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

Range of Variables

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

Evidence Guide

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

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

LMTEMGN-03A Develop preventative maintenance schedules**Field: Engineering and Maintenance**

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

ELEMENT	PERFORMANCE CRITERIA
1. Identify requirements for machines, equipment, facility	<ul style="list-style-type: none">a. Preventative maintenance requirements for machines and equipment are identified with reference to manufacturer's specifications and enterprise proceduresb. Requirements for preventative maintenance of the facility are establishedc. Production schedules and time-line constraints for the maintenance are identified
2. Prepare maintenance schedules	<ul style="list-style-type: none">a. Preventative maintenance schedule is prepared in line with production and time constraintsb. Schedule is documented in accordance with enterprise proceduresc. Personnel are instructed in the application of the preventative maintenance schedule in accordance with workplace procedures
3. Monitor schedule application	<ul style="list-style-type: none">a. Application of the preventative maintenance schedule is monitored to determine effectiveness
4. Review and modify schedule	<ul style="list-style-type: none">a. Development and application of the schedule is reviewed and recommendations made for improvement or change, if requiredb. Schedule is modified according to recommendations and manufacturer's/enterprise requirements
5. Maintain records	<ul style="list-style-type: none">a. Records are maintained and reports prepared, where necessary, in accordance with enterprise procedures

Range of Variables

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

Evidence Guide

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

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

LMTEMGN-08A Perform minor maintenance

Field: Engineering and Maintenance

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

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

Evidence Guide

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

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

LMTEMFT-01A Fabricate or machine tooling**Field: Engineering and Maintenance**

This unit encompasses skills and knowledge required to fabricate and/or machine tooling for applications within the enterprise.

ELEMENT	PERFORMANCE CRITERIA
1. Determine tooling requirements	<ul style="list-style-type: none">a. Tooling requirements, measurements and/or limitations are determined relative to design specifications providedb. Clarification related to tooling application is sought, where required
2. Select and set up equipment for operation	<ul style="list-style-type: none">a. Appropriate machines and equipment are selected for the tasksb. Machines and/or equipment are prepared and adjusted, as necessary, for operation according to standard operating procedures
3. Form or shape tool	<ul style="list-style-type: none">a. Tooling material is selected, marked, or otherwise prepared for fabrication and/or machiningb. Allowances are made for shrinkage, thicknesses, templates, gauges and inside/outside measurements, where requiredc. Fabrication or machining procedures are assessed in accordance with safety and enterprise proceduresd. Completed tooling is checked for conformance to design specifications

Range Of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> a. Work involves workplace activities associated with the forming and shaping of tools used within the enterprise b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&S legislation, manual handling procedures and relevant health regulations
2. Worksite environment may include	<ul style="list-style-type: none"> a. Work may be conducted in a large scale production or small business situation b. Work may involve individual and team related activities c. Standards of safety, housekeeping, quality of work and workshop practices are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise d. Tooling manufacture may include cutting knives or punch dies e. The competencies are applied under general guidance on progress and outcomes f. Knowledge and skills are applied to a wide range of tasks and/or roles g. The competencies are used within routines, methods and procedures
3. Sources of information/documents may include	<ul style="list-style-type: none"> a. Work specifications b. Design drawings/sketches c. Shoe construction instructions d. Organisation work procedures e. Organisational or external personnel f. Quality and Australian standards and procedures g. Customer/s requirements
4. Workplace context may include	<ul style="list-style-type: none"> a. Work organisation procedures and practices relating to forming and shaping of tools within the enterprise b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> b.1. workplace agreements and awards b.2. Federal or State/Territory legislation c. Standard work practices d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures e. Communication may be oral, written or visual and can include simple data f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> a. Occupational health and safety legislation relevant to workplace activities b. Workers' compensation legislation

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. establish tooling requirements a.2. operate machines/equipment appropriately a.3. fabricate or machine tooling accurately a.4. liaise with engineer/external supplier a.5. communicate effectively with design team, customers, etc. a.6. apply workplace health and safety policies in work operations a.7. maintain accurate records
2. Interdependent assessment of units	<ul style="list-style-type: none"> a. This unit does not need to be assessed in conjunction with other units
3. Required knowledge and skills	<ul style="list-style-type: none"> a. Underpinning knowledge of: <ul style="list-style-type: none"> a.1. appropriate procedures a.2. relevant standards a.3. quality requirements a.4. materials used in footwear production a.5. safety and environmental aspects of relevant enterprise activities a.6. workplace procedures and reporting processes a.7. relevant OH&S legislation and codes of practice b. Underpinning skills to: <ul style="list-style-type: none"> b.1. apply appropriate technical skills b.2. carry out checking processes b.3. monitor performance b.4. apply all the relevant safety practices when working in the industry b.5. communicate effectively with individuals, work groups and supervisors b.6. maintain records, document and transfer information b.7. interpret and carry out established procedures
4. Resource implications	<ul style="list-style-type: none"> a. Access to real or appropriately simulated forming and shaping of tools used within the enterprise b. This includes real or simulated work areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements
5. Consistency in performance	<ul style="list-style-type: none"> a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> a.1. planning and organising work a.2. interpreting design drawings, sketches and specifications a.3. completing tasks a.4. identifying improvements a.5. applying safety precautions relevant to the task b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> b.1. hazard policies and procedures including codes of practice b.2. job procedures and work instructions b.3. quality procedures (where existing) b.4. waste, pollution and recycling management processes c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	<ul style="list-style-type: none"> a. Assessment may occur on the job or in an appropriately simulated environment

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

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

Evidence Guide

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

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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

LMTHRGN-03A Participate in staffing processes

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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

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

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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

LMTHRGN-09A Implement and monitor oh&s in the workplace

Field: Human Resources

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

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

Range of Variables

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

Evidence Guide

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

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