



# **LMT00**

## **Textiles, Clothing and Footwear**

### **Training Package**

**Volume 9 of 19**  
**Footwear Repair**

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

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## Before using this volume

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

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

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

## Current version

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

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

To ensure you are complying with this requirement:

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

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

## **Units of competency covered in this volume**

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

LMT21106 Certificate II in Footwear Repair

LMT30806 Certificate III in Footwear Repair

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

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

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

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## LMTPRFR-01A Assess and cost job

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Examine footwear/item and gather information	<ul style="list-style-type: none"> <li>a. Details of customer requirements are obtained through discussion with customer or from information supplied</li> <li>b. Footwear is examined and checked including welts, insoles, sole edges, sole bottoms, upper edges and heels</li> <li>c. Repair, design and finish requirements are clarified and agreed with client</li> <li>d. Contact information is collected from customer and time frame for work determined</li> </ul>
2. Estimate materials, time and labour	<ul style="list-style-type: none"> <li>a. Types and quantities of materials required for repair are estimated</li> <li>b. Labour and time requirements to achieve repair and perform required services are estimated</li> </ul>
3. Calculate costs	<ul style="list-style-type: none"> <li>a. Materials and labour cost are calculated</li> <li>b. Total job cost is calculated, including overheads and mark-up percentages</li> <li>c. Final cost to customer is calculated</li> </ul>
4. Document details and advise customer	<ul style="list-style-type: none"> <li>a. Details of costs and charges are documented in accordance with enterprise practice</li> <li>b. Costs, calculations or other details are verified by other enterprise personnel where necessary</li> <li>c. Customer quotation is prepared and customer advised of repair requirements and costs</li> <li>d. Work order ticket/job sheet is prepared according to enterprise requirements</li> <li>e. Details are documented for future reference in accordance with enterprise practice</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the estimating and costing of work required to repair shoe and/or other item</li> <li>b. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures and outcomes</li> <li>c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&amp;S legislation and relevant health regulations</li> </ul>
2. Worksite environment and practices may include	<ul style="list-style-type: none"> <li>a. Work undertaken in accordance with established procedures involving a range of materials and products</li> <li>b. Work organisation procedures and practices relating to the provision of information and preparation of quotations</li> <li>c. Interaction with customers and other personnel from the operator's workplace</li> <li>d. Use of calculators and/or computers running appropriate software for estimating and calculating necessary details</li> <li>e. Use of standard/recommended charges for services</li> <li>f. Costing applies to the repair of shoes, dyeing of shoes/products, and other items such as bags, belts, etc.</li> </ul>
3. Sources of information and documents may include	<ul style="list-style-type: none"> <li>a. Enterprise work orders and instructions</li> <li>b. Customer requirements</li> <li>c. Industry codes and symbols</li> <li>d. Australian, international and enterprise quality standards and procedures</li> <li>e. Enterprise or external personnel</li> <li>f. Work scheduling documentation</li> <li>g. Job procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures</li> <li>b. 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</li> <li>c. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>d. Observance of procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities, operator enterprise and customer</li> <li>e. Conditions of service, legislation and industrial agreements including:</li> <li>f. Workplace agreements and awards</li> <li>g. Federal or State/Territory legislation</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>



## Evidence Guide

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

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

## LMTPRFR-02A Supply and fit new heel block and/or replace top piece

Field: Production

This unit covers the supply and replacement of heel blocks or a top piece on a heel by a variety of methods.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect shoe	<ul style="list-style-type: none"> <li>a. Shoes are inspected and customer advised on repair requirements and costs prior to commencing shoe repair</li> <li>b. Job sheet is prepared and/or reviewed to ensure all requirements are included</li> <li>c. Appropriate method of heel replacement determined and appropriate tools are selected, prepared and checked</li> </ul>
2. Prepare heel for replacement of heel blocks	<ul style="list-style-type: none"> <li>a. Old heel block is removed without damage to shoe</li> <li>b. Appropriate new heel block and cover materials are selected</li> <li>c. Pattern for new heel block is cut</li> <li>d. The heel block is covered, matching leather or covering material to the original colour and design of the shoe</li> <li>e. The seat is prepared so as to provide a surface for attachment</li> <li>f. A new seat piece is inserted</li> </ul>
3. Prepare heel	<ul style="list-style-type: none"> <li>a. Old top piece is removed ensuring no damage to the heel block</li> <li>b. If a covered heel, cover is pulled back and secured as required</li> <li>c. Heel block is levelled by grinding out worn section and or building-up heel by making and fitting a skive, as appropriate</li> <li>d. Both heel blocks are checked to ensure same height, and adjusted as required</li> <li>e. Correctness of pitch and balance is checked and adjustments made as required</li> <li>f. Suitable commercially available top piece is selected, if appropriate, or appropriate top piece material is selected, marked out and cut out to fit heel block</li> <li>g. Surface of the top piece material and heel block is scoured if appropriate, using appropriate hand and/or machine operations to ensure even finish</li> <li>h. The fit between the top piece and the heel block is checked and adjustments made as appropriate</li> </ul>
4. Replace heel block top piece and finish heel	<ul style="list-style-type: none"> <li>i. Securing devices are selected and prepared including nails, adhesives, screws as appropriate</li> <li>j. Adhesive is applied evenly to the seat and the top of the heel block and/or both the bottom of heel block and top piece, left to dry and reactivated, if appropriate</li> <li>k. Heel block is attached to the seat of the shoe by using appropriate method and securing device</li> <li>l. Top piece is secured to heel block using the appropriate method and securing devices</li> <li>m. Quality of securing is checked and adjustment made as required</li> <li>n. Top piece is trimmed back to conform to heel block</li> <li>o. Heel and/or top piece are finished off as required including staining and dying to match as close as possible original shoe colour and design</li> <li>p. Appropriate OH&amp;S procedures are followed during the preparation, repair and finish of shoes particularly in relation to use of machines, equipment and tools, adhesives and primers, and stains, dyes and inks.</li> <li>q. Repaired shoes are packaged, labelled and stored according to enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the replacement of shoe top pieces using a variety of methods</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is carried out in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work is conducted generally in a small business situation</li> <li>b. Work is undertaken in accordance with established enterprise procedures.</li> <li>c. Method of repairing heel blocks include:               <ul style="list-style-type: none"> <li>c.1. nail securing involving correct selection and positioning of nails and seat reinforcement</li> <li>c.2. use of securing machine involving correct selection and positioning of nails and seat reinforcement</li> <li>c.3. securing by screw involving the correct selection of drill bits and screws, seat reinforcement and placement of holes</li> </ul> </li> <li>d. Method of attaching top piece include:               <ul style="list-style-type: none"> <li>e. use of pre-finished top pieces</li> <li>f. use of bond and nailing technique</li> </ul> </li> <li>g. Equipment, tools and materials are used in accordance with established procedures and include:               <ul style="list-style-type: none"> <li>g.1. Use of hand tools including shoe hammer, tack hammer, shoe knife, sharpening stick, peg awl, glue gun, pincers, nippers, lasting pliers, shears, drag knife, tack, etc.</li> <li>g.2. Use of machinery including finishing machine, securing machine, heat activator, last, heat pliers, etc</li> <li>g.3. Use of adhesives and primers</li> </ul> </li> <li>h. Operator maintenance of tools</li> <li>i. Exposure to chemicals, dangerous or other hazardous substances</li> <li>j. Data recording, either keyboard or manual applications</li> <li>k. Interaction with customers and other workplace personnel</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Job sheets/work orders</li> <li>b. Customer/s requirements</li> <li>c. Organisation work procedures and specifications</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the replacement of shoe top pieces using a variety of methods</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. check work against work order information and workplace quality standards</li> <li>a.2. assess footwear repair requirements</li> <li>a.3. prepare workstation and work prior to commencing operations</li> <li>a.4. apply hand and machine techniques over the range of required operations</li> <li>a.5. repair shoes to meet quality and enterprise standards</li> <li>a.6. communicate effectively with customers</li> <li>a.7. apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools</li> <li>a.8. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit need not be assessed in association with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S. legislation, codes of practice, policies and procedures</li> <li>a.2. full range of footwear styles and their structure/construction</li> <li>a.3. characteristics and use of adhesives and primers and their safe application and disposal</li> <li>a.4. characteristics of typical leathers, fabrics, and other materials used in shoe construction and repair</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. safety and environmental aspects of relevant repair processes</li> <li>a.7. general industry housekeeping policies and procedures</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. handle shoes and replacement material</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out repair tasks by machine or by hand</li> <li>b.4. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.5. meet work specifications</li> <li>b.6. communicate effectively with customers and within the workplace</li> <li>b.7. interpret and apply defined procedures</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated replacement of shoe heels using a variety of methods 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	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li>
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

## LMTPRFR-03A Attach non-slip sole and/or heel

Field: Production

This unit covers the covering of a sole and/or heel by non-slip/long-wearing material.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect the shoe	<ul style="list-style-type: none"> <li>a. Shoes are inspected and customer advised on repair requirements and costs prior to commencing shoe repair</li> <li>b. Job sheet is prepared and/or reviewed to ensure all requirements are included</li> <li>c. Appropriate method of sole replacement determined and appropriate tools are selected, prepared and checked</li> </ul>
2. Prepare the shoe	<ul style="list-style-type: none"> <li>a. Pre-cut sole is selected and/or cut from sheet non-slip sole and heel appropriate to the footwear shape and design</li> <li>b. Old top piece and/or non-slip sole is stripped off</li> <li>c. Sole and heel area of shoe is scoured and cleaned using appropriate hand and/or machine operations to ensure even finish</li> <li>d. Original sole is prepared by building up edges, toes and re-stitched as required</li> <li>e. Appropriate adhesive and/or primer are selected according to manufacturer and enterprise requirements</li> </ul>
3. Replace and finish sole and heel	<ul style="list-style-type: none"> <li>a. Apply adhesive evenly to both bottom of shoe and sole, leave to dry and reactivate the adhesive</li> <li>b. Position and attach non-slip sole and top piece using manual and/or machine operations</li> <li>c. Sole and/or heel is trimmed back by hand and/or machine as appropriate</li> <li>d. Sole and heels are inked or stained to match original shoe colour, and polished and finished off</li> <li>e. Waist is cleaned, stained and coloured and finished as close to the original as possible prior to marking</li> <li>f. Appropriate OH&amp;S procedures are followed during the preparation, repair and finish of shoes particularly in relation to use of machines, equipment and tools, adhesives and primers, and stains, dyes and inks</li> <li>g. Repaired shoes are packaged, labelled and stored according to enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the attachment of a non-slip, hard wearing sole and/or heel</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work is conducted in operational workplace activities generally in a small business situation</li> <li>b. Work is undertaken in accordance with establish enterprise procedures</li> <li>c. All styles of synthetic and leather soled shoes apply</li> <li>d. Equipment, tools and materials are used in accordance with established procedures and include:               <ul style="list-style-type: none"> <li>d.1. use of hand tools including shoe hammer, tack hammer, shoe knife, sharpening stick, peg awl, glue gun, pincers, nippers, lasting pliers, shears, drag knife, tack, etc.</li> <li>d.2. use of machinery including finishing machine, sole press, heat activator, last, heat pliers, etc.</li> <li>d.3. use of adhesives and primers</li> </ul> </li> <li>e. Operator maintenance of tools</li> <li>f. Exposure to chemical, dangerous or other hazardous substances</li> <li>g. Data recording either keyboard or manual applications</li> <li>h. Interaction with customers and other workplace personnel</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Job sheets/work orders</li> <li>b. Customer/s requirements</li> <li>c. Organisation work procedures and specifications</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the attachment of a non-slip, hard wearing sole and/or heel</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against work order information and workplace quality standards</li> <li>a.2. assess repair requirements</li> <li>a.3. prepare workstation and work prior to commencing operations</li> <li>a.4. apply hand and machine techniques over the range of required operations</li> <li>a.5. repair shoes to meet quality and enterprise standards</li> <li>a.6. communicate effectively with customers</li> <li>a.7. apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools</li> <li>a.8. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in association with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. full range of footwear styles and their structure/construction</li> <li>a.3. characteristics and use of adhesives and primers and their safe application and disposal</li> <li>a.4. characteristics of typical leathers, fabrics, and other materials used in shoe construction and repair</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. safety and environmental aspects of relevant repair processes</li> <li>a.7. general industry housekeeping policies and procedures</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. handle shoes and replacement material</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out repair tasks by machine or by hand</li> <li>b.4. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.5. meet work specifications</li> <li>b.6. communicate effectively with customers and within the workplace</li> <li>b.7. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated attachment of a non-slip, hard wearing sole and/or heel operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

## LMTPRFR-04A Replace toe piece

Field: Production

This unit covers the repair of the toe piece on a pair of shoes.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect shoe	<ul style="list-style-type: none"> <li>a. Shoes are inspected and customer advised on repair requirements and costs prior to commencing shoe repair</li> <li>b. Job sheet is prepared and/or reviewed to ensure all requirements are included</li> <li>c. Appropriate method of sole replacement determined and appropriate tools are selected, prepared and checked</li> </ul>
2. Prepare toe area of shoe	<ul style="list-style-type: none"> <li>a. Surface of the toe area of the sole is scoured using appropriate hand and/or machine operations to ensure even finish</li> <li>b. Select, mark and cut out appropriate sole material to match bottom of sole</li> <li>c. Select, make and scour a graft to fit toe area, as required</li> </ul>
3. Replace and finish toe piece	<ul style="list-style-type: none"> <li>a. Adhesive and primer are selected and prepared according to manufacturer and enterprise requirements</li> <li>b. Adhesive is applied evenly to both bottom of shoe and sole, left to dry and reactivated, as required</li> <li>c. Sole piece is positioned and secured using appropriate manual and machine operations</li> <li>d. Quality of adhesion is checked and adjustment made as required</li> <li>e. Sole is trimmed back by hand/or machine to sole shape</li> <li>f. Sole and heels are inked or stained to match original shoe colour, and polished and finished off</li> <li>g. Appropriate OH&amp;S procedures are followed during the preparation, repair and finish of shoes particularly in relation to use of machines, equipment and tools, adhesives and primers, and stains, dyes and inks</li> <li>h. Repaired shoes are packaged, labelled and stored according to enterprise procedures</li> </ul>



## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the replacement of the toe piece of a shoe</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work is conducted in operational workplace activities generally in a small business situation</li> <li>b. Work is undertaken in accordance with establish enterprise procedures</li> <li>c. All synthetic and leathers soled shoe styles apply</li> <li>d. Sole materials include resin, topy, leather, etc.</li> <li>e. Equipment, tools and materials are used in accordance with established procedures and include:               <ul style="list-style-type: none"> <li>e.1. use of hand tools including shoe hammer, tack hammer, shoe knife, sharpening stick, peg awl, glue gun, pincers, nippers, lasting pliers, shears, drag knife, tack, etc.</li> <li>e.2. use of machinery including finishing machine, heat activator, last, heat pliers, etc.</li> <li>e.3. use of adhesives and primers</li> </ul> </li> <li>f. Operator maintenance of tools</li> <li>g. Exposure to chemical, dangerous or other hazardous substances</li> <li>h. Data recording either keyboard or manual applications</li> <li>i. Interaction with customers and other workplace personnel</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Job sheets/work orders</li> <li>b. Customer/s requirements</li> <li>c. Organisation work procedures and specifications</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the replacement of the toe piece of a shoe</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against work order information and workplace quality standards</li> <li>a.2. assess repair requirements</li> <li>a.3. prepare workstation and work prior to commencing operations</li> <li>a.4. apply hand and machine techniques over the range of required operations</li> <li>a.5. repair shoes to meet quality and enterprise standards</li> <li>a.6. communicate effectively with customers</li> <li>a.7. apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools</li> <li>a.8. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in association with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. full range of footwear styles and their structure/construction</li> <li>a.3. characteristics and use of adhesives and primers and their safe application and disposal</li> <li>a.4. characteristics of typical leathers, fabrics, and other materials used in shoe construction and repair</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. safety and environmental aspects of relevant repair processes</li> <li>a.7. general industry housekeeping policies and procedures</li> <li>a.8. workplace procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. handle shoes and replacement material</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out repair tasks by machine or by hand</li> <li>b.4. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.5. meet work specifications</li> <li>b.6. communicate effectively with customers and within the workplace</li> <li>b.7. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated the replacement of the toe piece of a shoe operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

## LMTPRFR-05A Replace half leather sole

Field: Production

This unit covers the replacement of a half leather sole.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect shoe	<ul style="list-style-type: none"> <li>a. Shoes are inspected and customer advised on repair requirements and costs prior to commencing shoe repair</li> <li>b. Job sheet is prepared and/or reviewed to ensure all requirements are included</li> <li>c. Appropriate method of sole and heel replacement determined and appropriate tools are selected, prepared and checked</li> </ul>
2. Prepare sole	<ul style="list-style-type: none"> <li>a. Top lifts and soles are removed back to waist using the appropriate method and tools, ensuring no damage to the shoe</li> <li>b. Appropriate replacement sole material and thickness is selected</li> <li>c. Top pieces and lifts are selected appropriate to original footwear</li> <li>d. Waist is marked using the new half sole as a guide, ensuring waist marks are equal on both items of footwear</li> <li>e. Half sole is skived in a half moon shape, tapered from the waist mark to the toe consistent with enterprise requirements</li> <li>f. Lasting margin is secured and patched where necessary</li> <li>g. Fillers are checked and replaced as required</li> <li>h. Half sole is scoured prior to securing</li> </ul>
3. Replace and finish sole	<ul style="list-style-type: none"> <li>a. Select and prepare adhesive and primer according to manufacturer and enterprise requirements</li> <li>b. Apply adhesive evenly to both bottom of shoe and sole and top lifts, leave to dry and reactive the adhesive</li> <li>c. Position sole and top lifts and secure using appropriate manual and machine operations</li> <li>d. Quality of adhesion is checked and adjustment made as required</li> <li>e. Sole is stitched using a sole stitching machine, if required</li> <li>f. Edges of soles and top lifts are trimmed manually or by machine operations</li> <li>g. Edges and heel lifts are inked or stained to match original shoe colour, and polished and finished off</li> <li>h. Waist is cleaned, stained, or coloured and finished to the original colour</li> <li>i. Appropriate OH&amp;S procedures are followed during the preparation, repair and finish of shoes particularly in relation to use of machines, equipment and tools, adhesives and primers, and stains, dyes and inks</li> <li>j. Repaired shoes are packaged, labelled and stored according to enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the replacement of half leather soles</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work is conducted in operational workplace activities generally in a small business situation</li> <li>b. Work is undertaken in accordance with establish enterprise procedures</li> <li>c. All styles of shoes are applicable</li> <li>d. Sole materials include various leathers</li> <li>e. Equipment, tools and materials are used in accordance with established procedures and include:               <ul style="list-style-type: none"> <li>e.1. use of hand tools including shoe hammer, tack hammer, shoe knife, sharpening stick, peg awl, glue gun, pincers, nippers, lasting pliers, shears, drag knife, tack, etc.</li> <li>e.2. use of machinery including finishing machine, heat activator, last, heat pliers, etc.</li> <li>e.3. use of adhesives and primers</li> </ul> </li> <li>f. Operator maintenance of tools</li> <li>g. Exposure to chemical, dangerous or other hazardous substances</li> <li>h. Data recording either keyboard or manual applications</li> <li>i. Interaction with customers and other workplace personnel</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Job sheets/work orders</li> <li>b. Customer/s requirements</li> <li>c. Organisation work procedures and specifications</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the replacement of half leather soles</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against work order information and workplace quality standards</li> <li>a.2. assess repair requirements</li> <li>a.3. prepare workstation and work prior to commencing operations</li> <li>a.4. apply hand and machine techniques over the range of required operations</li> <li>a.5. repair shoes to meet quality and enterprise standards</li> <li>a.6. communicate effectively with customers</li> <li>a.7. apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools</li> <li>a.8. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in association with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. full range of footwear styles and their structure/construction</li> <li>a.3. characteristics and use of adhesives and primers and their safe application and disposal</li> <li>a.4. characteristics of typical leathers, fabrics and other materials used in shoe construction/repair</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. safety and environmental aspects of relevant repair processes</li> <li>a.7. workplace procedures</li> <li>a.8. general industry housekeeping policies and procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. handle shoes and replacement material</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out repair tasks by machine or by hand</li> <li>b.4. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.5. meet work specifications</li> <li>b.6. communicate effectively with customers and within the workplace</li> <li>b.7. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated replacement of half leather soles operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

## LMTPRFR-06A Sew/patch by machine

Field: Production

This unit covers the machine sewing of leather or other materials associated with the repair of footwear or other items.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect the shoe or item	<ul style="list-style-type: none"> <li>a. Shoes and/or item are inspected and customer advised on repair requirements and costs prior to commencing shoe repair</li> <li>b. Job sheet is prepared and/or reviewed to ensure all requirements are included</li> <li>c. Appropriate method of repair determined and appropriate tools are selected, prepared and checked</li> </ul>
2. Prepare work pieces	<ul style="list-style-type: none"> <li>a. Pieces for patching are skived to ensure finished edges are smooth and flush, as required</li> <li>b. Pieces are solutioned in place prior to stitching and finishing, as required</li> </ul>
3. Prepare workstation	<ul style="list-style-type: none"> <li>a. Machines are cleaned and checked in accordance with workplace procedures</li> <li>b. Records are kept in accordance with workplace requirements</li> </ul>
4. Set up machine	<ul style="list-style-type: none"> <li>a. Machine is set up and adjusted in accordance with manufacturers' instructions, workplace requirements and specifications for the work</li> <li>b. Threads are selected to match original threads and meet specifications</li> <li>c. Needle is selected to ensure correct type and size</li> <li>d. Stitch length is set and tested against required specifications</li> <li>e. Tension is set according to specifications</li> <li>f. Machine foot height adjusted to suit thickness and nature of material being repaired</li> <li>g. Machine is tested for correct operations</li> </ul>
5. Perform machine sewing	<ul style="list-style-type: none"> <li>a. Pieces are accurately positioned to achieve required specifications and quality</li> <li>b. Pieces are machined to achieve specifies results including seam/hole line up and over stitching as required</li> <li>c. Stitches are tapped down as required</li> <li>d. Threads are trimmed and burnished as required</li> </ul>
6. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
7. Check and finish work	<ul style="list-style-type: none"> <li>a. Final product is checked to ensure enterprise quality requirements are met</li> <li>b. Shoes and/or item are stained, cleaned, polished and finished of to match as close as possible original colour</li> <li>c. Repaired shoes and/or items are packaged, labelled and stored according to enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the sewing/patching of pieces of leather and/or material</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work is generally conducted in a small business situation</li> <li>b. Machines include basic sewing machines</li> <li>c. Operations includes straight stitching</li> <li>d. Competency must be demonstrated in maintaining the machines in accordance with workplace procedures and manufacturers requirements</li> <li>e. Materials include calf, kid, yearling, hide, corrected grains, reptile, suede full grain, suede split, nubuck, synthetic, sheep, pig, etc.</li> <li>f. Items sewn/patched include uppers, insoles, belts, bags, etc.</li> </ul>
3. Sources of information/document may include	<ul style="list-style-type: none"> <li>a. Job sheets/work orders</li> <li>b. Customer/s requirements</li> <li>c. Enterprise standards</li> <li>d. Manufacturer's instructions</li> <li>e. Organisation work procedures and specifications</li> <li>f. Organisational or external personnel</li> <li>g. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to sewing of pieces of leather and other materials</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. check work against work order information and workplace standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply basic sewing techniques over the range of materials and items indicated in the range of variables</li> <li>a.4. check and quality of work</li> <li>a.5. check and adjust sewing machine</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. maintain accurate records</li> </ul>
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"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. machines requiring the positioning, feeding and handling of work pieces</li> <li>a.3. operating procedures of a basic sewing machine</li> <li>a.4. characteristics of typical leathers, fabrics, threads and other materials used</li> <li>a.5. quality standards and handling procedures</li> <li>a.6. safety and environmental aspects of relevant repair and assembly processes</li> <li>a.7. workplace procedures</li> <li>a.8. general industry housekeeping policies and procedures</li> <li>a.9. reporting procedures</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. prepare and handle pieces</li> <li>b.2. interpret work specifications/orders</li> <li>b.3. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.4. operate basic sewing machines</li> <li>b.5. maintain accurate work records in accordance with procedures</li> <li>b.6. meet work specifications</li> <li>b.7. communicate effectively within the workplace</li> <li>b.8. interpret and apply defined procedures</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated sewing and patching situations 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	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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



## LMTPRFR-07A Dye footwear/item

Field: Production

This unit covers the striping, dyeing and finishing of footwear and/or other items.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect shoe/item	<ul style="list-style-type: none"> <li>a. Shoes and/or item are inspected and customer advised on repair requirements and costs prior to commencing shoe repair</li> <li>b. Job sheet is prepared and/or reviewed to ensure all requirements are included</li> <li>c. Assess leather/material composition and finish of shoe/product to determine requirement for stripping and dyeing product</li> </ul>
2. Strip shoe/leather product	<ul style="list-style-type: none"> <li>a. Surface is stripped back to original form using appropriate technique/processes/materials to remove dirt, polish, surface</li> <li>b. Mask of areas not to be dyed using appropriate masking technique</li> </ul>
3. Prepare and apply dye	<ul style="list-style-type: none"> <li>a. Colour of dye, finish, stain, or paint is selected to match original requirements</li> <li>b. Dye, finish, or paint is prepared in compliance with job sheet/client requirements</li> <li>c. Dye, stain, finish or paint is applied by hand/or spray can or spray gun to ensure adequate coverage and standard</li> <li>d. Product is dried as required</li> <li>e. Appropriate OH&amp;S procedures are followed during the preparation and application of dyes, colours, stains, finishes and paints</li> </ul>
4. Finish shoe/leather product	<ul style="list-style-type: none"> <li>a. Leather dressing is applied to seal product, as required</li> <li>b. Shoe/item is finished including buffing and polishing</li> <li>c. Product is checked, packaged/bagged, labelled consistent with enterprise requirements</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the stripping, dyeing and finishing of footwear and/or other items</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work is conducted in operational workplace activities generally in a small business situation</li> <li>b. Work is undertaken in accordance with establish enterprise procedures</li> <li>c. Materials to be stripped and dyed include various leathers and synthetics</li> <li>d. Equipment, tools and materials are used in accordance with established procedures</li> <li>e. Dyes, paints and finishes applied by hand and/or mechanical means</li> <li>f. Application equipment includes hand, can and machine sprayers</li> <li>g. Use of adhesives and primers</li> <li>h. Use of strippers, dyes, stains, paint and finishes</li> <li>i. Operator maintenance of tools</li> <li>j. Exposure to chemical, dangerous or other hazardous substances</li> <li>k. Data recording either keyboard or manual applications</li> <li>l. Interaction with customers and other workplace personnel</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Job sheets/work orders</li> <li>b. Customer/s requirements</li> <li>c. Organisation work procedures and specifications</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the stripping, dyeing and finishing of footwear and/or other items</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against work order information and workplace quality standards</li> <li>a.2. assess dyeing requirements</li> <li>a.3. prepare workstation and work prior to commencing operations</li> <li>a.4. apply hand and machine stripping and dyeing techniques</li> <li>a.5. re-dye shoes/item to meet quality and enterprise standards</li> <li>a.6. communicate effectively with customers</li> <li>a.7. apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools</li> <li>a.8. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in association with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. range and characteristics and use of dyes, pigments and pants and their safe application and disposal</li> <li>a.3. characteristics of typical leathers, fabrics, and other materials used in shoe construction and their reaction to strippers, dyes and stains</li> <li>a.4. quality standards and leather handling procedures</li> <li>a.5. safety and environmental aspects of applying strippers and dyes</li> <li>a.6. workplace procedures</li> <li>a.7. general industry housekeeping policies and procedures</li> <li>a.8. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. stripping leather and material of original dyes and finishes</li> <li>b.2. match colours</li> <li>b.3. apply and finish dyes and paints by hand and/or machine</li> <li>b.4. maintain accurate work records in accordance with procedures</li> <li>b.5. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.6. meet work specifications</li> <li>b.7. communicate effectively with customers and within the workplace</li> <li>b.8. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated stripping, dyeing and finishing of footwear and/or other items including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

## LMTPRFR-08A Replace full sole and heel

Field: Production

This unit covers the replacement of a shoe sole and heel using a variety of replacement/repair methods.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect shoe	<ul style="list-style-type: none"> <li>a. Shoes are inspected and customer advised on repair requirements and costs prior to commencing shoe repair</li> <li>b. Job sheet is prepared and/or reviewed to ensure all requirements are included</li> <li>c. Appropriate method of sole replacement determined and appropriate tools are selected, prepared and checked</li> </ul>
2. Prepare sole	<ul style="list-style-type: none"> <li>a. Heel pads, socks and top lifts are removed, if appropriate</li> <li>b. Sole and heel block and/or sole/heel unit are removed using the appropriate method and tools, ensuring no damage to the shoe</li> <li>c. Surface of the sole area of the shoe is scoured using appropriate hand and/or machine operations to ensure even finish</li> <li>d. Pre-cut sole of appropriate thickness and material is selected, or sole is marked and cut out from sheet of appropriate material and thickness</li> <li>e. Filler is checked and replaced, as required</li> <li>f. Condition of welting is checked and welt replaced, as required</li> </ul>
3. Replace and finish sole	<ul style="list-style-type: none"> <li>a. Adhesive and primer are selected and prepared to suit materials and manufacturer and enterprise requirements</li> <li>b. Adhesive is applied evenly to both bottoms of shoe and sole, left to dry and reactivated, as required</li> <li>c. Sole and/or sole/heel unit is positioned and secured using appropriate manual and machine operations</li> <li>d. Quality of adhesion is checked and adjustment made as required</li> <li>e. Sole is trimmed back to the appropriate edge by manual or machine operations</li> <li>f. Heel block is reattached following standards enterprise procedures</li> <li>g. Sole and heels edges are inked or stained to match original shoe colour, and polished and finished off.</li> <li>h. Appropriate OH&amp;S procedures are followed during the preparation, repair and finish of shoes particularly in relation to use of machines, equipment and tools, adhesives and primers, and stains, dyes and inks</li> <li>i. Repaired shoes are packaged, labelled and stored according to enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the replacement of a full sole and heel on a variety of shoe styles and replacement materials</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work is conducted generally in a small business situation</li> <li>b. Work is undertaken in accordance with establish enterprise procedures</li> <li>c. Repair process include those applicable to full leather sole and heels (welts), full resin sole and heel (cement lasted blakes) and TPR (thermo plastic rubber)</li> <li>d. Sole materials include leather, resin and TPR</li> <li>e. Equipment, tools and materials are used in accordance with established procedures and include:               <ul style="list-style-type: none"> <li>e.1. use of hand tools including shoe hammer, tack hammer, shoe knife, sharpening stick, peg awl, glue gun, pincers, nippers, lasting pliers, shears, drag knife, tack, etc.</li> <li>e.2. use of machinery including finishing machine, heat activator, last, heat pliers, etc.</li> <li>e.3. use of adhesives and primers</li> </ul> </li> <li>f. Operator maintenance of tools</li> <li>g. Exposure to chemical, dangerous or other hazardous substances</li> <li>h. Data recording either keyboard or manual applications</li> <li>i. Interaction with customers and other workplace personnel</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Job sheets/work orders</li> <li>b. Customer/s requirements</li> <li>c. Organisation work procedures and specifications</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the replacement of a full sole and heel on a variety of shoe styles and replacement materials</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ol style="list-style-type: none"> <li>check work against work order information and workplace quality standards</li> <li>assess repair requirements</li> <li>prepare workstation and work prior to commencing operations</li> <li>apply hand and machine techniques over the range of required operations</li> <li>repair shoes to meet quality and enterprise standards</li> <li>communicate effectively with customers</li> <li>apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools</li> <li>maintain accurate records</li> </ol>
2. Interdependent assessment of units	a. This unit need not be assessed in association with other units
3. Required knowledge and skills	a. Underpinning knowledge of: <ol style="list-style-type: none"> <li>relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>full range of footwear styles and their structure/construction</li> <li>characteristics and use of adhesives and primers and their safe application and disposal</li> <li>characteristics of typical leathers, fabrics and other materials used in shoe construction/repair</li> <li>quality standards and leather handling procedures</li> <li>safety and environmental aspects of relevant repair processes</li> <li>workplace procedures</li> <li>general industry housekeeping policies and procedures</li> <li>reporting procedures</li> </ol> b. Underpinning skills to: <ol style="list-style-type: none"> <li>handle shoes and replacement material</li> <li>maintain accurate work records in accordance with procedures</li> <li>carry out repair tasks by machine or by hand</li> <li>carry out work in accordance with OH&amp;S policies and procedures</li> <li>meet work specifications</li> <li>communicate effectively with customers and within the workplace</li> <li>interpret and apply defined procedures</li> </ol>
4. Resource implications	a. Access to real or appropriately simulated replacement of a full sole and heel on a variety of shoe styles and replacement materials b. 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	a. Applies underpinning knowledge and skills when: <ol style="list-style-type: none"> <li>organising work</li> <li>completing tasks</li> <li>identifying improvements</li> <li>applying safety precautions relevant to the task</li> <li>assessing operational capability of specified equipment used and work processes</li> </ol> b. Shows evidence of application of relevant workplace procedures including: <ol style="list-style-type: none"> <li>hazard policies and procedures including codes of practice</li> <li>job procedures and work instructions</li> <li>quality procedures (where existing)</li> <li>waste, pollution and recycling management processes</li> </ol> c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others e. Work completed systematically with attention to detail without damage to goods, equipment or personnel
6. Context for assessment	a. Assessment may occur on the job or in an appropriately simulated environment

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

## LMTPRFR-09A Operate sole stitcher

Field: Production

This unit covers the stitching of soles by machine for welt and/or veldschoen constructed footwear.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect the shoe or item	<ul style="list-style-type: none"> <li>a. Shoes and/or item are inspected and customer advised on repair requirements materials and costs prior to commencing shoe repair</li> <li>b. Job sheet is prepared and/or reviewed to ensure all requirements are included</li> <li>c. Appropriate method of repair determined and appropriate equipment, tools are selected, prepared and checked</li> </ul>
2. Preparation of shoe	<ul style="list-style-type: none"> <li>a. Sole is secured to welting prior to sole stitching, if re-stitching a welt constructed shoe</li> <li>b. Upper and sole is secured to the inner sole if re-stitching a veldschoen constructed shoe</li> </ul>
3. Prepare workstation	<ul style="list-style-type: none"> <li>a. Machine is cleaned and checked in accordance with workplace procedures</li> <li>b. Records are kept in accordance with workplace requirements</li> </ul>
4. Set up machine	<ul style="list-style-type: none"> <li>a. Machine is set up, adjusted and switched on in accordance with manufacturers' instructions and workplace requirements</li> <li>b. Tension is set according to specifications</li> <li>c. Wax pot is checked</li> <li>d. Shoe guide is checked for correct distance</li> <li>e. Channel knife is checked for correct positioning for welt or veldschoen constructed shoe</li> <li>f. Stitch length is set and tested against required specifications</li> <li>g. Machine is tested for correct operations</li> </ul>
5. Perform stitching	<ul style="list-style-type: none"> <li>a. Shoe is positioned accurately consistent with manufacturers procedures and stitched using sole stiticher</li> <li>b. Threads are trimmed and burnished as required</li> </ul>
6. Identify poor machine performance	<ul style="list-style-type: none"> <li>a. The performance of the machine is regularly checked for signs of faulty operations and action taken in accordance with workplace procedures</li> </ul>
7. Check and finish work	<ul style="list-style-type: none"> <li>a. Final product is checked to ensure enterprise quality requirements are met</li> <li>b. Shoes are stained, cleaned, polished and finished off to match as close as possible original shoe colour</li> <li>c. Repaired shoes are packaged, labelled and stored according to enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the machine stitching of soles for welt and/or veldschoen constructed shoes</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work is generally conducted in a small business situation</li> <li>b. Sole stitching machines include blake sole stitcher and welt sole stitcher</li> <li>c. Competency must be demonstrated in a range of machine operations</li> <li>d. Competency must be demonstrated in maintaining the machines in accordance with workplace and manufacturers procedures</li> </ul>
3. Sources of information/document may include	<ul style="list-style-type: none"> <li>a. Job/work sheets orders</li> <li>b. Customer/s requirements</li> <li>c. Enterprise standards</li> <li>d. Manufacturer's instructions</li> <li>e. Organisation work procedures and specifications</li> <li>f. Organisational or external personnel</li> <li>g. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to machine stitching of soles for welt and/or veldschoen constructed shoes</li> <li>b. Conditions of service, legislation and industrial agreements including:               <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against work order information and workplace quality standards</li> <li>a.2. prepare workstation and work prior to commencing operations</li> <li>a.3. apply machine stitching techniques</li> <li>a.4. check and adjust sole stitcher</li> <li>a.5. apply workplace health and safety policies in work operations</li> <li>a.6. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit does not need to be assessed in conjunction with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. operating procedures of a sole stitcher</li> <li>a.3. characteristics of typical leathers, fabrics, threads and other materials used</li> <li>a.4. quality standards and handling procedures</li> <li>a.5. safety and environmental aspects of relevant repair and assembly processes</li> <li>a.6. workplace procedures</li> <li>a.7. general industry housekeeping policies and procedures</li> <li>a.8. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. prepare and handle shoes and soles</li> <li>b.2. interpret work specifications/orders</li> <li>b.3. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.4. operate sole stitching machine</li> <li>b.5. maintain accurate work records in accordance with procedures</li> <li>b.6. meet work specifications</li> <li>b.7. communicate effectively within the workplace</li> <li>b.8. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated relating to machine stitching of soles for welt and/or veldschoen constructed shoes including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

**LMTPRFR-10A Hand sew welt****Field: Production****This unit covers the skills required to hand sew welting to a welt constructed shoe.**

ELEMENT	PERFORMANCE CRITERIA
1. Inspect shoe	<ul style="list-style-type: none"><li>a. Shoes are inspected and customer advised on repair requirements and costs prior to commencing shoe repair</li><li>b. Job sheet is prepared and/or reviewed to ensure all requirements are included</li><li>c. Appropriate method of hand sewing welt replacement is determined according to workplace practices</li></ul>
2. Prepare for sewing	<ul style="list-style-type: none"><li>a. Original stitching is cut from sole to welt</li><li>b. Sole is stripped back to expose damaged welting</li><li>c. Needle type and size is selected and checked</li><li>d. Old stitching or welting is removed</li><li>e. Welt strip is skived, as required</li></ul>
3. Perform hand sewing	<ul style="list-style-type: none"><li>a. Sole is reattached to welt and stitched to achieve specified results and quality expectations</li><li>b. Threads are trimmed as required</li></ul>
4. Conduct final quality check	<ul style="list-style-type: none"><li>a. Final quality check is assessed for hand sewing operation</li><li>b. Welt and shoe is cleaned, polished and finished off to match as close as possible original shoe colour</li><li>c. Repaired shoes are packaged, labelled and stored according to enterprise procedures</li></ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves hand sewing a welt to a welt constructed shoe</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, enterprise insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment and practices may include	<ul style="list-style-type: none"> <li>a. Work undertaken in accordance with established procedures on a range of leather pieces</li> <li>b. Stitch styles include speedy and saddlery stitching</li> <li>c. Normal operator maintenance of needles and associated hand tools</li> <li>d. Completion of job and product records and other relevant documentation</li> <li>e. Interaction with customers and other workplace personnel</li> </ul>
3. Sources of information and documents may include	<ul style="list-style-type: none"> <li>a. Manufacturers' specifications and instructions regarding application of materials and threads</li> <li>b. Customer requirements</li> <li>c. Enterprise work orders and instructions</li> <li>d. Industry codes and symbols</li> <li>e. Australian and enterprise quality standards and procedures</li> <li>f. Product change policies and procedures</li> <li>g. Enterprise or external personnel</li> <li>h. Work scheduling documentation</li> <li>i. Job procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the hand sewing a welt to a welt constructed shoe</li> <li>b. Standard work practices including the safe use of needles and associated tools and the storage, safe handling and disposal of needles and materials associated with hand sewing</li> <li>c. Reporting actions which include verbal and written communication in accordance with enterprise policies and procedures</li> <li>d. Oral, written or visual communication including completion of standard forms, interpretation of information and instructions associated with workplace activities, and recording and reporting of work outcomes</li> <li>e. Quality requirements determined by customer, enterprise, and application of Australian and international standards</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Procedures for safety, environmental protection, housekeeping and quality as specified by equipment and materials manufacturers, regulatory authorities and the enterprise</li> <li>h. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>h.1. workplace agreements and awards</li> <li>h.2. Federal or State/Territory legislation</li> </ul> </li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> <li>c. Environment protection legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. comply with all relevant safety requirements including safe use of needles and associated tools</li> <li>a.2. interpret work orders</li> <li>a.3. interpret specifications of needles, threads and materials used in the hand sewing process</li> <li>a.4. prepare and set up welt for hand sewing</li> <li>a.5. perform hand sewing of welt</li> <li>a.6. inspect completed work and determine any rectification necessary</li> <li>a.7. document and communicate work related information including reporting of faults and other problems</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. Competence in this unit is not dependent on possession of competence in any other units. The unit may therefore be assessed independently</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. precautions and safe working practices based on relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.3. hazards associated with hand sewing process</li> <li>a.4. hand sewing principles and techniques including various types of stitches used</li> <li>a.5. relevant quality standards for hand sewing welts</li> <li>a.6. safety and environmental requirements of relevant industry and enterprise procedures</li> <li>a.7. general housekeeping policies and procedures</li> <li>a.8. recording and reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. interpret and apply work instructions and established procedures</li> <li>b.2. locate and interpret technical information about needles, threads and materials</li> <li>b.3. perform various types of stitches</li> <li>b.4. maintain work area</li> <li>b.5. apply all relevant safety practices</li> <li>b.6. communicate effectively within the workplace</li> <li>b.7. document and transfer information</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access is required to real or appropriately simulated situations involving hand sewing a welt to a welt constructed shoe</li> <li>b. Access is required to specifications of materials, needles and threads, and information on relevant safety procedures, enterprise procedures, and quality standards</li> <li>c. Access is required to all necessary facilities, materials, needles, threads and tools associated with the hand sewing process</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. establishing plans</li> <li>a.2. describing procedures and consequences</li> <li>a.3. completing tasks</li> <li>a.4. identifying problems and faults</li> <li>a.5. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. security procedures</li> <li>b.5. waste, pollution and recycling management procedures</li> </ul> </li> <li>c. Actions are implemented promptly and accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work is completed systematically with attention to detail without damage to products, equipment or personnel</li> <li>f. Competence is assessed on sufficient number of occasions or over sufficient period of time to ensure consistent performance across a typical range of hand stitching applications</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an industry approved simulated environment</li> <li>b. Competence should be demonstrated with a range of typical industry products and materials</li> <li>c. Competency in this unit should be assessed in a holistic manner</li> </ul>

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

## LMTPRFR-11A Re-cover footwear

Field: Production

This unit covers the re-covering of footwear using glue or stitching methods.

ELEMENT	PERFORMANCE CRITERIA
1. Inspect shoe	<ul style="list-style-type: none"> <li>a. Shoes are inspected and customer advised on repair materials and costs prior to commencing shoe repair</li> <li>b. Job sheet is prepared and/or reviewed to ensure all requirements are included</li> <li>c. Appropriate method of re-covering the shoe is determined and appropriate tools and materials are selected, prepared and checked</li> </ul>
2. Strip down shoe	<ul style="list-style-type: none"> <li>a. Shoe is stripped down to separate upper, heel block and sole unit without causing damage to the shoe components</li> </ul>
3. Make patterns	<ul style="list-style-type: none"> <li>a. Heel block is masked using appropriate masking process</li> <li>b. Pattern is cut out, checked and adjusted as required</li> <li>c. Upper is covered using appropriate masking technique</li> <li>d. Pattern is cut out, checked and adjusted as required</li> </ul>
4. Secure fabric	<ul style="list-style-type: none"> <li>a. Material is cut out to match patterns, specifications and client requirements</li> <li>b. Fray stop is applied to material</li> <li>c. Pieces of material are sewn up and invert with seams inside</li> <li>d. Assembled cover is placed over the shoe components, secured and stretched over the shoe components</li> <li>e. Underneath is secured by glue, not applied to the upper</li> <li>f. The material cover is lasted, manipulated and checked to ensure there are no creases</li> <li>g. Top line is glued or stitched into place</li> <li>h. The underneath of the shoe is re-lasting</li> </ul>
5. Re-secure sole re-attach heel	<ul style="list-style-type: none"> <li>a. Heel is reattached to the sole</li> <li>b. Sole is secured using appropriate securing process</li> </ul>
6. Check and finish shoe	<ul style="list-style-type: none"> <li>a. Cover is checked for fit and finish and adjustments made as appropriate</li> <li>b. Sole and heels are inked, cleaned, polished and finished off to match as close as possible original shoe colour</li> <li>c. Re-covered shoes are packaged, labelled and stored according to enterprise procedures</li> </ul>

## Range of Variables

VARIABLE	SCOPE
1. General context	<ul style="list-style-type: none"> <li>a. Work involves the stripping and re-covering of shoes with new material</li> <li>b. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment</li> <li>c. Work is assessed in accordance with statutory requirements, organisation insurance requirements, OH&amp;S legislation, manual handling procedures and relevant health regulations</li> </ul>
2. Worksite environment may include	<ul style="list-style-type: none"> <li>a. Work is conducted in operational workplace activities generally in a small business situation</li> <li>b. Work is undertaken in accordance with establish enterprise procedures</li> <li>c. Styles of shoes are mainly fashion shoes</li> <li>d. A range of materials are used to cover shoes</li> <li>e. Equipment, tools and materials are used in accordance with established procedures and include appropriate hand tools, measuring devices, sewing machine, and use of adhesives</li> <li>f. Operator maintenance of tools</li> <li>g. Exposure to chemical, dangerous or other hazardous substances</li> <li>h. Data recording either keyboard or manual applications</li> <li>i. Interaction with customers and other workplace personnel</li> </ul>
3. Sources of information/documents may include	<ul style="list-style-type: none"> <li>a. Job sheets/work orders</li> <li>b. Customer/s requirements</li> <li>c. Organisation work procedures and specifications</li> <li>d. Organisational or external personnel</li> <li>e. Quality and Australian standards and procedures</li> </ul>
4. Workplace context may include	<ul style="list-style-type: none"> <li>a. Work organisation procedures and practices relating to the stripping and re-covering of shoes with new material</li> <li>b. Conditions of service, legislation and industrial agreements including: <ul style="list-style-type: none"> <li>b.1. workplace agreements and awards</li> <li>b.2. Federal or State/Territory legislation</li> </ul> </li> <li>c. Standard work practices</li> <li>d. Reporting actions include verbal and written communication in accordance with organisational policies and procedures</li> <li>e. Communication may be oral, written or visual and can include simple data</li> <li>f. Being responsible for the maintenance of own work quality and being required to contribute to the quality improvement of team or section output, where necessary</li> <li>g. Safety, environmental, housekeeping and quality are as specified by machine/equipment manufacturers, regulatory authorities and the enterprise</li> </ul>
5. Applicable regulations and legislation may include	<ul style="list-style-type: none"> <li>a. Occupational health and safety legislation relevant to workplace activities</li> <li>b. Workers' compensation legislation</li> </ul>

## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. check work against work order information and workplace quality standards</li> <li>a.2. assess re-covering requirements</li> <li>a.3. prepare workstation and work prior to commencing operations</li> <li>a.4. strip and disassemble shoes</li> <li>a.5. making patterns of shoe components</li> <li>a.6. apply cutting and sewing of material</li> <li>a.7. re-cover shoes to meet quality and enterprise standards</li> <li>a.8. assemble shoe components</li> <li>a.9. communicate effectively with customers</li> <li>a.10. apply workplace health and safety policies in work operations, with particular reference to adhesives and use of tools</li> <li>a.11. maintain accurate records</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit need not be assessed in association with other units</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> <li>a.2. full range of footwear styles and their structure/construction</li> <li>a.3. characteristics and use of adhesives and primers and their safe application and disposal</li> <li>a.4. characteristics of typical leathers, fabrics, and other materials used in shoe construction and repair</li> <li>a.5. quality standards and leather handling procedures</li> <li>a.6. safety and environmental aspects of relevant production and assembly processes</li> <li>a.7. workplace procedures</li> <li>a.8. general industry housekeeping policies and procedures</li> <li>a.9. reporting procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. handle shoes and materials</li> <li>b.2. stripping shoes into their component parts</li> <li>b.3. make patterns</li> <li>b.4. apply adhesives</li> <li>b.5. cut and sew material</li> <li>b.6. maintain accurate work records in accordance with procedures</li> <li>b.7. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.8. meet work specifications</li> <li>b.9. communicate effectively with customers and within the workplace</li> <li>b.10. interpret and apply defined procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>a. Access to real or appropriately simulated stripping and re-covering of shoes with new material operations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, organisation procedures and customer requirements</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. identifying improvements</li> <li>a.4. applying safety precautions relevant to the task</li> <li>a.5. assessing operational capability of specified equipment used and work processes</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures (where existing)</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> </ul>

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

**LMTPRGN-12A Control production****Field: Production**

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

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



## Range of Variables

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

## Evidence Guide

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

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

## LMTPRGN-15A Coordinate work of team/section

Field: Production

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

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

## Range of Variables

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

## Evidence Guide

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

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

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

Field: Production

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

ELEMENT	PERFORMANCE CRITERIA
1. Confirm and interpret work requirements	<ul style="list-style-type: none"> <li>a. Work requirements are confirmed with relevant personnel</li> <li>b. Work requirements are interpreted in accordance with workplace procedures</li> </ul>
2. Develop personal work plan	<ul style="list-style-type: none"> <li>a. The steps required to complete the work are identified and confirmed with other personnel</li> <li>b. Quality requirements of the client organisation are confirmed and interpreted</li> <li>c. Critical deadlines, outcome objectives and sequence of operations are established and documented in accordance with workplace procedures</li> </ul>
3. Communicate with relevant personnel	<ul style="list-style-type: none"> <li>a. Relevant personnel in the client organisation are identified and contacted</li> <li>b. Operation plan is confirmed or altered in accordance with workplace procedures</li> </ul>
4. Access resources	<ul style="list-style-type: none"> <li>a. Specified resources are identified and accessed in accordance with workplan</li> </ul>
5. Coordinate work	<ul style="list-style-type: none"> <li>a. Work assessed in accordance with planned steps and quality criteria</li> <li>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</li> <li>c. Problems are identified and investigated in accordance with workplace procedures</li> <li>d. Problems are rectified or reported in accordance with workplace procedures</li> </ul>
6. Keep records of work	<ul style="list-style-type: none"> <li>a. Record system is established in accordance with workplace requirements</li> <li>b. Records are kept in accordance with record system procedures</li> </ul>
7. Implement workplace health and safety practices	<ul style="list-style-type: none"> <li>a. Workplace health and safety precautions and procedures are identified and followed</li> <li>b. Action is taken in accordance with workplace procedures to prevent accidents and to eliminate risks to personal safety</li> </ul>

## Range of Variables

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

## Evidence Guide

1. Critical aspects of evidence to be considered	a. Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"> <li>a.1. confirm and interpret work specifications</li> <li>a.2. establish and apply required quality procedures and required work steps</li> <li>a.3. organise and set up workstation</li> <li>a.4. identify and deal with problems arising in own work</li> <li>a.5. coordinate own work</li> <li>a.6. set and work to deadlines</li> <li>a.7. apply workplace health and safety policies in work operations</li> <li>a.8. maintain accurate records</li> </ul>
2. Interdependent assessment of units	a. This unit may be assessed in conjunction with the other appropriate TCF sector production units
3. Required knowledge and skills	a. Underpinning knowledge of: <ul style="list-style-type: none"> <li>a.1. relevant OH&amp;S legislation, codes of practice, policies and procedures, relevant industrial award</li> <li>a.2. production processes</li> <li>a.3. operating procedures for production machines</li> <li>a.4. characteristics of typical materials and products used in production</li> <li>a.5. quality standards and material/product handling procedures</li> <li>a.6. safety and environmental aspects of relevant production processes</li> <li>a.7. workplace procedures for home-based environments</li> <li>a.8. reporting procedures for factory and home-based environments</li> </ul> b. Underpinning skills to: <ul style="list-style-type: none"> <li>b.1. handle, receive and assemble material/products</li> <li>b.2. maintain accurate work records in accordance with procedures</li> <li>b.3. carry out work in accordance with OH&amp;S policies and procedures</li> <li>b.4. solve problems in own work</li> <li>b.5. interpret and meet work specifications</li> <li>b.6. communicate effectively in a factory and home-based or outside factory environment</li> </ul>
4. Resource implications	a. Access to real or appropriately simulated production situations including areas, materials, equipment, and information on work specifications, relevant safety procedures and regulations, quality standards, work procedures and client organisation requirements
5. Consistency in performance	a. Applies underpinning knowledge and skills when: <ul style="list-style-type: none"> <li>a.1. organising work</li> <li>a.2. completing tasks</li> <li>a.3. solving problems in own work</li> <li>a.4. identifying improvements</li> <li>a.5. applying safety precautions relevant to the task</li> <li>a.6. assessing operational capability of specified equipment used and work processes</li> </ul> b. Shows evidence of application of relevant workplace procedures including: <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. job procedures and work instructions</li> <li>b.3. quality procedures</li> <li>b.4. waste, pollution and recycling management processes</li> </ul> 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



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

## Evidence Guide

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

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

## LMTQAGN-01A Apply quality standards

### Field: Quality

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

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

## Range of Variables

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

## Evidence Guide

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

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

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

Field: Human Resources

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

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

## Range of Variables

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



## Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> <li>a. Assessment must confirm appropriate knowledge and skills to:               <ul style="list-style-type: none"> <li>a.1. describe specific training needs and required task skills</li> <li>a.2. outline training activities and steps</li> <li>a.3. identify resources required to support the on-the-job training activity</li> <li>a.4. gather evidence to monitor trainee's/employee's progress</li> <li>a.5. review training activity</li> <li>a.6. apply workplace health and safety policies in work operations</li> <li>a.7. report outcomes</li> </ul> </li> </ul>
2. Interdependent assessment of units	<ul style="list-style-type: none"> <li>a. This unit may be assessed independently or in conjunction with other units that form part of a job function</li> </ul>
3. Required knowledge and skills	<ul style="list-style-type: none"> <li>a. Underpinning knowledge of:               <ul style="list-style-type: none"> <li>a.1. task skills and associated processes and standards associated with the training activity</li> <li>a.2. workplace application of the relevant skills</li> <li>a.3. evidence required to assess performance and progress</li> <li>a.4. delivery of one-the-job training</li> <li>a.5. quality assurance standards and procedures</li> <li>a.6. relevant OH&amp;S legislation, codes of practice, policies and procedures</li> </ul> </li> <li>b. Underpinning skills to:               <ul style="list-style-type: none"> <li>b.1. correctly use equipment and any other processes and procedures appropriate to the training activity</li> <li>b.2. communicate appropriately, consistent with the culture of the workplace and trainee/employee</li> <li>b.3. handle performance issues ethically</li> <li>b.4. apply language, literacy and numeracy skills suited to trainee/employee</li> <li>b.5. analyse and record results in accordance with enterprise procedures</li> <li>b.6. carry out work in accordance with OH&amp;S policies and procedures</li> </ul> </li> </ul>
4. Resource implications	<ul style="list-style-type: none"> <li>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</li> </ul>
5. Consistency in performance	<ul style="list-style-type: none"> <li>a. Applies underpinning knowledge and skills when:               <ul style="list-style-type: none"> <li>a.1. organising processes and resources</li> <li>a.2. interpreting training specifications</li> <li>a.3. describing consequences</li> <li>a.4. completing tasks</li> <li>a.5. identifying improvements</li> <li>a.6. applying safety precautions relevant to the task</li> </ul> </li> <li>b. Shows evidence of application of relevant workplace procedures including:               <ul style="list-style-type: none"> <li>b.1. hazard policies and procedures including codes of practice</li> <li>b.2. issue resolution procedures</li> <li>b.3. job procedures and work instructions</li> <li>b.4. quality procedures</li> <li>b.5. security procedures</li> <li>b.6. waste, pollution and recycling management processes</li> </ul> </li> <li>c. Action taken promptly, accidents and incidents reported in accordance with statutory requirements and enterprise procedures</li> <li>d. Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others</li> <li>e. Work completed systematically with attention to detail without damage to goods, equipment or personnel</li> </ul>
6. Context for assessment	<ul style="list-style-type: none"> <li>a. Assessment may occur on the job or in an appropriately simulated environment</li> <li>b. 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</li> </ul>

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

**LMTHRGN-02A Work in a team environment****Field: Human Resources****This unit encompasses the skills and knowledge to operate in a work based team environment.**

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

## Range of Variables

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

## Evidence Guide

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

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

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

Field: Human Resources

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

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

## Range of Variables

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

## Evidence Guide

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

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