



Australian Government

Department of Education, Employment and Workplace Relations

LMTCL2012B Organise and plan own work in a home-based production environment

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to organise and plan own work in a home-based production environment.

Application of the Unit

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The unit applies to machine operations such as sewing where responsibility is taken for collection and despatch, quality and timely production and documentation.

Work is conducted according to defined procedures in a home-based or outside a factory environment.

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

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

This unit requires the application of skills associated with planning and organising to arrange production schedule and completion according to timeline requirements. Problem solving skills are required to ensure work conforms to requirements and identify any production problems. Communication skills are used to refer to and complete required documentation. Self management skills are used to ensure safe use of technology and conformance of own work to quality standards.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Confirm drop-off and pick-up arrangements	1.1 Relevant personnel in client organisation are identified and contacted. 1.2 Drop-off and pick-up arrangements are confirmed with relevant personnel. 1.3 Timelines and work requirements are identified.
2 Establish and agree upon quality procedures	2.1 Steps required to complete work are confirmed with appropriate personnel in client organisation. 2.2 Quality requirements of client organisation are confirmed and interpreted. 2.3 Work is assessed according to agreed steps and quality criteria. 2.4 Work is checked against specifications and quality standards and action is taken to rectify work that is not according to requirements.
3 Set up home-based workplace	3.1 Workbench and seating are set up according to OHS practices. 3.2 Machines are cleaned and checked according to standard home-based work practices. 3.3 Machines are set up and adjusted and specifications for work, attachments and parts are checked. 3.4 Problems with machines and equipment are identified and either fixed, or referred to maintenance personnel. 3.5 OHS practices are identified and followed. 3.6 Action is taken according to OHS practices to prevent accidents and to eliminate risks to personal safety.
4 Keep records of work	4.1 Home-based work record system is established according to standard home-based work practice and relevant industrial award. 4.2 Records are kept according to record system requirements.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Demonstrates knowledge of:

- garment assembly processes
- operating procedures for sewing machines
- characteristics of typical fabrics, threads and other materials used in garment production
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

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

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Critical aspects of evidence	Demonstrates skills and knowledge to: • clarify and confirm drop-off and pick-up arrangements for work • confirm and interpret work specifications • establish and apply required quality procedures and required work steps • organise and set up home-based workplace • maintain home-based machines and equipment • apply OHS practices in work operations • maintain accurate records
Consistency in performance	Consistently applies skills and knowledge when: • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OHS practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the Performance Criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislative/regulatory requirements	All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.
Personnel in client organisation may include:	• production manager • pattern maker • delivery personnel • finance personnel • designer
OHS practices	OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to: • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices

Unit Sector(s)

Sector Clothing Production