



Australian Government

Department of Education, Employment and Workplace Relations

LMTCL2018B Perform basic maintenance of headwear

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to perform basic maintenance of headwear.

Application of the Unit

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The unit applies to activities associated with the restoration, maintenance and alteration of headwear, including cleaning or refinishing.

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

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 perform basic maintenance. Problem solving skills are required to identify maintenance requirements, ensure work conforms to requirements and identify any maintenance 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 maintenance requirements	1.1 Condition of headwear is assessed. 1.2 Instructions for maintenance of headwear is obtained or confirmed.
2 Perform basic maintenance of headwear	2.1 Instructions for maintenance or repair are translated into practical steps for process. 2.2 Basic maintenance of headwear is assessed according to specified instructions or requirements. 2.3 Headwear is cleaned or refinished for presentation. 2.4 Final check of headwear is conducted to ensure quality standards are met.
3 Maintain records	3.1 Non-conformance or faults are recorded and reported. 3.2 Maintenance records are accurately maintained.

Required Skills and Knowledge

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

Demonstrates knowledge of:

- industry and product processes and equipment
- basic alteration techniques
- maintenance and repair processes
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- apply a range of methods related to maintaining or repairing headwear
- translate instructions into practical steps associated with maintenance or repair
- perform basic alterations to headwear
- use and handle chemicals appropriately
- apply quality requirements for each stage of the process
- document, assess and transfer information
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to 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: • confirm specific requirements • carry out basic maintenance or repair of headwear • clean and refinish headwear • operate machines and equipment, including heat and steam equipment
Consistency in performance	Consistently applies skills and knowledge when: • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using 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.

Basic maintenance of headwear may include:

- basic restoration
- basic alteration
- standard repair processes
- refinishing processes
- cleaning of headwear
- basic repairs

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