



Australian Government

Department of Education, Employment and Workplace Relations

LMTDC2007A Receive and sort articles for cleaning

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to receive and sort articles such as garments and linen for recording and classification before cleaning.

Application of the Unit

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This unit applies to receiving and sorting articles for cleaning and involves the responsibility of ensuring that no foreign object or contaminant is included. Articles may be received and sorted for dry cleaning or laundry purposes and may include garments, linen or other fabric products.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

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 communication skills to follow instructions and labels when performing receiving and sorting processes. This unit also requires problem solving skills to classify and prepare articles for cleaning.

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 Receive articles	1.1 Articles are received, recorded and identified according to industry procedures 1.2 Any existing damage, missing components or other related detail is recorded 1.3 Product handling procedures and instructions are interpreted and applied
2 Classify soiled articles	2.1 Articles to be processed are identified from manufacturer labels and care labelling or workplace testing procedures 2.2 Articles are classified as to colour, fragile and fabric type 2.3 Knowledge of classifying processes are applied to perform required tasks
3 Remove foreign objects and return lost property	3.1 Procedures for the identification, removal and disposal of foreign objects and lost property from the products are correctly followed 3.2 All safety procedures are adhered to in accordance with OHS practices
4 Carry out preparation procedures	4.1 Preparation procedures for the correct handling of articles are applied 4.2 Any special requirements are noted and taken into account during the preparation 4.3 Machinery and equipment used to prepare articles, including special requirements, are operated correctly

Required Skills and Knowledge

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

Demonstrates knowledge of:

- workplace or store policies and procedures
- range of processes available
- care and maintenance procedures for articles
- customer service and cash handling procedures
- environmental aspects of related to workplace operation and manual handling
- OHS practices, including hazard identification and control measures
- infection control procedures
- quality practices
- workplace practices
- practices for recording and reporting

Demonstrates skills to:

- interpret care instructions from labels
- identify reasons for classification
- remove and handle foreign objects
- recognise colours, fabric types, and fragility of fabrics
- use related equipment
- interpret and apply established procedures
- 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 for assessment and evidence required to demonstrate competency in this unit

Demonstrates skills and knowledge to:

- maintain accurate records for articles received
- identify correct classification types for articles
- ensure foreign objects or lost property is removed from articles
- prepare articles for dry cleaning or laundering
- identify correct classification types for articles

Consistently applies skills and knowledge when:

- organising work
- completing tasks
- identifying improvements
- using workplace practices
- using OHS practices
- recording and reporting accidents and incidents
- assessing operational readiness of equipment used and work processes
- recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
- completing work systematically with attention to detail without damage to goods and equipment

Context and specific resources for assessment

Assessment may occur on the job or in an appropriately simulated environment and requires access to work areas, materials and equipment and to information on workplace practices and OHS practices.

Guidance information for 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.
Articles may include:	• clothing, garments or fabric accessories • kitchen linen • hospitality linen • other fabric products
Industry procedures may include	• receiving and sorting as per requirements in AS 4146 • handling procedures for hospital linen, heavily soiled or contaminated industrial items and other item requiring special care
Product handling procedures may include:	• handling of foreign objects • dealing with lost property • manual handling of garments • interaction with customers • processing of payments • handling of damaged and missing components • safety procedures, including the use of protective clothing
OHS practices	OHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include: • 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 • other OHS practices relevant to the job and enterprise
Machines and equipment may	• towel unwinding machines • tying machines

include

- marking equipment
- overhead rail and bagging systems
- conveyor systems
- automatic bin counting systems

Unit Sector(s)

Sector

Dry Cleaning Operations and Laundry Operations