



Australian Government

Department of Education, Employment and Workplace Relations

LMTDC3003A Perform spotting function in dry cleaning operations

Revision Number: 1

LMTDC3003A Perform spotting function in dry cleaning operations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to perform spotting techniques on articles received for dry cleaning. It includes identifying a wide range of stains on a variety of fabrics, determining spotting requirements and suitable spotting agents, and carrying out spotting procedure.
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Application of the Unit

Application of the unit	This unit of competency applies to operators who are responsible for implementing spotting procedures within a dry cleaning operation. It requires skill in spotting all types of stains on common as well as special fabrics, and involves the use of standard and specialist spotting agents. The identification of common stains and required spotting procedure without implementing spotting procedures is covered by LMTDC2011A Identify pre- and post-spotting requirements. 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. This unit requires the application of skills associated with problem solving to identify stains and determine cleaning requirements, as well as an application of technical language, literacy, numeracy and technology used in a wide range of spotting techniques. Demonstrated skills in initiative and learning are required to undertake a range of spotting challenges. This unit also requires the ability to plan and organise pre- and post-spotting requirements to ensure efficient and effective dry cleaning operations using appropriate measurement techniques and equipment.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify spotting agents	1.1. Types of spotting agents are identified and classified 1.2. Applications of spotting agents to specific stain types are determined 1.3. Application procedures for spotting agents are identified 1.4. Safety and handling requirements of spotting agents are considered
2. Identify stain	2.1. Procedures for identifying the type of stain are followed 2.2. Type of stain and its characteristics are correctly identified
3. Determine spotting requirements	3.1. Special fabrics are identified 3.2. Fabric requirements are determined prior to selection of spotting agent 3.3. Appropriate spotting agent is identified according to stain characteristic and fabric requirements 3.4. Spotting requirements for common stains are identified and appropriate method selected 3.5. Advanced spotting processes and procedures are considered and appropriate method selected 3.6. Information is sought to support skill development when stains or spotting techniques are difficult to identify
4. Prepare to carry out spotting procedure	4.1. Work area is prepared according to procedural requirements and resource requirements 4.2. Factors affecting spotting procedures are identified and control measures implemented 4.3. Personal protective equipment is correctly applied 4.4. Spotting agents are prepared and mixed according to manufacturers' instructions, workplace procedures and occupational health and safety (OHS) practices .
5. Carry out spotting procedure	5.1. Fabrics or materials are handled according to fabric requirements 5.2. Machine or equipment is operated in accordance with manufacturer's instructions, workplace procedures and OHS practices 5.3. Spotting technique is applied correctly in accordance with workplace procedures and spotting agent

ELEMENT	PERFORMANCE CRITERIA
	directions 5.4. Article is dried correctly 5.5. Article is hung or stored correctly, labelled, and taken to the correct area for dry cleaning 5.6. <i>Relevant documentation</i> is completed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- identifying particular stains and their removal procedures
- identifying special fabrics
- selecting appropriate spotting agent
- selecting appropriate spotting technique
- preparing work area
- identifying factors affecting efficacy of process and implementing control measures
- using personal protective equipment
- preparing and mixing spotting agents
- accurately using related measuring and other dispensing or dosing equipment
- correctly applying spotting technique
- drying article
- hanging, storing, labelling and transferring article
- recording non-removable stains and defects
- maintaining quality requirements for each stage of the process
- documenting, assessing and transferring information
- reading, interpreting and following information on work specifications, standard operating procedures, work instructions and other reference material
- maintaining accurate records
- communicating within the workplace
- sequencing operations
- meeting specifications
- clarifying and checking task-related information
- carrying out work according to OHS practices

Required knowledge

Required knowledge includes:

- the range of spotting agents and their application to specific stains
- application procedures for spotting agents
- the differences between oxidising and reducing bleaches
- rules for bleaching
- acceleration processes
- safety and handling and storage requirements of spotting agents
- procedures for stain identification

REQUIRED SKILLS AND KNOWLEDGE

- types of stains and their characteristics
- the characteristics and qualities of special fabrics
- requirements for handling and care of fabrics during the spotting process
- characteristics of fibres, fabrics, and dyes or colours, and the effects of the spotting procedure
- spotting techniques and procedures
- machinery and equipment requirements of spotting techniques
- factors affecting the spotting process
- personal protective equipment required for spotting procedures
- measuring equipment and numeracy relevant to preparing solutions
- workplace procedures for the mixing and preparing of spotting agents
- procedures for operating machines and equipment associated with spotting processes
- workplace or store policies and procedures
- environmental aspects of related to workplace and machine or equipment operation and manual handling
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- practices for recording and reporting

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential that types of stains can be identified on a range of fabrics, as identified in the range statement.

Consistent performance should be demonstrated. In particular look to see that:

- fabric characteristics and care requirements are identified prior to selection of spotting procedure
- spotting agents and procedure selected are appropriate to the type of stain, fibre and fabric, and dye and colour characteristics
- spotting activity is conducted according to workplace procedures and the needs of the specific garment or item
- safety standards for handling spotting agents are applied during all work activity
- spotting procedure applied, including agents used, is documented
- workplace quality standards are achieved in dry cleaning outcome.

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 procedures and OHS practices.

Method of assessment

This unit may be assessed independently or in combination with other relevant units.

Guidance information for assessment

Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.

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. 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) may also be included.

Legislative/regulatory requirements

All work must comply with relevant federal and state or territory legislative or regulatory requirements

Types of special spotting agents

Types of special spotting agents include:

- wet-side and dry-side agents:
 - sodium thiosulphate
 - formic acid
 - oxalic acid
 - iodine
 - acetone
 - methyl alcohol
 - oxidising and reducing bleaches
 - digestion agents
 - solvents
 - detergents

Safety and handling requirements

Safety and handling requirements may include:

- personal protective equipment
- procedures for use of certain types of container materials (e.g. plastic and metal)
- flammability
- solubility
- sample testing requirements
- requirements for mixing and diluting

Procedures for identifying the type of stain

Procedures for identifying the type of stain may include:

- considering the information provided by the customer
- identifying the colour of the stain
- identifying the feel or odour of the stain

RANGE STATEMENT	
Type of stain	Types of stain may include: • organic or non-organic • dye stains • albumin stains • protein stains • vegetable adhesives • mustard • tomato sauce • wine
Special fabrics	Special fabrics may include: • taffeta • satin • crepe • chiffon • moire fabrics • embossed fabrics • pile fabrics • velvet • metallic fabric • pigment print • flock prints • acetate sharkskin • sequins • wools and silks • smooth silks and cottons
Fabric requirements	Fabric requirements may include: • tamping requirements • brushing requirements • special needs for keeping fabric flat or not • rinsing needs • procedures for use of certain equipment and chemicals • susceptibility to breaks and creasing • side of fabric upon which to apply spotting
Advanced spotting processes and procedures	Advanced spotting processes include: • digestion • bleaching

RANGE STATEMENT	
	Advanced spotting procedures include: • steam treatment • synthetic detergent treatment • ammonia action • chemical action • oxidising • reducing
Resource requirements	Resource requirements may include: • spotting board • drying cabinet • tumbler • spotting brushes • spatula • towel • cheesecloth • blotters • relevant machines and equipment
Factors affecting spotting procedures	Factors affecting spotting procedures • time • temperature • moisture • pH concentration
Workplace procedures	Workplace procedures 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
OHS practices	OHS practices must include hazard identification

RANGE STATEMENT	
	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
Relevant documentation	Relevant documentation may include: • information about the procedure employed • customer invoicing • customer pick up information

Unit Sector(s)

Unit sector	Dry Cleaning and Laundry Operations
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

Co-requisite units		