



Australian Government

Department of Education, Employment and Workplace Relations

LMTFP2011B Perform table-based operations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to undertake table-based operations in footwear production.

Application of the Unit

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The unit applies to the preparation and production of components using table-based operations, working to defined procedures and methods. Table-based operations may apply to various aspects of footwear production processes, including preparation for cutting, preparation of uppers, preparation for assembly and making of shoes and components.

Work may be conducted 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 prepare for and conduct table based operations. 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 Prepare work pieces	1.1 Work bundle is received, checked and any follow-up action assessed. 1.2 Quality of received component parts is assessed. 1.3 Work pieces are laid out in correct sequence.
2 Prepare workstation	2.1 Workstation is set up according to work requirements and to achieve operator comfort and minimise fatigue. 2.2 Tools are cleaned and checked and minor maintenance carried out to ensure operational readiness. 2.3 Records are maintained.
3 Carry out table-based activities	3.1 Table-based operations , appropriate to production task, are performed to quality specifications. 3.2 Tools are used according to OHS practices to achieve specifications. 3.3 Appropriate materials are used correctly to achieve specifications. 3.4 OHS practices are followed.

Required Skills and Knowledge

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

Demonstrates knowledge of:

- processes used to prepare or construct components and pieces
- operating procedures for table-based production machines
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- handle, receive materials, pieces and components
- carry out tasks accurately by hand
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate in 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: • check work against ticket information and workplace standards • prepare workstation and work before commencing operations • applying techniques over the range of required table-based operations • use processes and hand tools associated with table-based operations • carry out minor tool maintenance • apply OHS practices in work operations, with particular reference to adhesives and use of tools • 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.

All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Table-based operations	may apply to various aspects of footwear production processes including: - preparation for cutting - preparation of uppers - preparation for assembly/making of shoes - making of components - making/fitting trims - inspection of incoming materials
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 Footwear Production