



Australian Government

Department of Education, Employment and Workplace Relations

LMTFP3002B Hand last shoe

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers skills and knowledge to last shoes using hand processes.
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Application of the Unit

Application of the Unit

The unit applies to work involving the hand lasting of shoes, which requires operator dexterity and accuracy in regard to positioning and guiding of work. It involves working independently and being accountable for own results including carrying out assigned tasks, coordinating processes, and setting and working to deadlines.

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 to hand last shoes. Problem solving skills are required to ensure materials and completed work conform to requirements and identify and address 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 workstation and components	1.1 Work bundle is received, checked and any follow-up action taken. 1.2 Quality of received component parts is assessed. 1.3 Work pieces are laid out in correct sequence. 1.4 Tools are checked. 1.5 Records are maintained.
2 Attach insole and upper to form	2.1 Last or foot form is checked before attaching insole and upper checking for sizes. 2.2 Insole is attached to last by hand, positioning it to shape of last and to match size and pairs. 2.3 Toes and upper are positioned.
3 Hand last the shoe	3.1 Upper is positioned precisely and manipulated through lasting process, checking for correct operations and adjusting as required to achieve quality requirements and to reflect construction technique. 3.2 Adjustments are made as required to achieve placement. 3.3 Shanks and stiffeners are attached and staples are applied as required. 3.4 Lasting is conducted according to OHS practices.
4 String last as required	4.1 Holes are punched in shoe bottom by hand or by machine as required. 4.2 Upper is placed on last and upper is secured in place by tacks. 4.3 Opposite holes are stitched and pulled tight by hand or machine using waxed string and tacks are removed.
5 Despatch completed work	5.1 Work is bundled, stacked and stored or despatched. 5.2 Production faults are recorded. 5.3 Records are completed.

Required Skills and Knowledge

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

Demonstrates knowledge of:

- characteristics of typical leathers and how to minimise stretch and how to make allowances for variations
- quality standards and practices
- OHS practices including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- handle and position materials with dexterity and accuracy
- 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 practices • prepare workstation and work before commencing operations • apply hand lasting techniques appropriate to the construction process • 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 according to instructions • 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.

Hand last may include • techniques for specific requirements of construction technique, e.g. cement, moulded, welt, veldtschoen, moccasin, Californian slip lasting and string lasting

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