



Australian Government

Department of Education, Employment and Workplace Relations

LMTFP3003B Assemble shoe by hand

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to assemble shoes by hand.

Application of the Unit

Application of the Unit

The unit applies to the assembly of shoes using mainly hand processes working largely independently and being accountable for own results including planning, carrying out assigned tasks, coordinating processes, and setting and working to deadlines.

It covers the assembly of components according to specifications but does not include the preparation of components such as cutting, lasting, making sole or heel, etc. If these skills are required, then appropriate units should also be selected.

It involves the use of operations involving operator dexterity and accuracy in regard to the positioning and guiding of work

Work is most likely to be conducted in a small business situation on custom-made shoes however it may also be conducted in medium 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 assemble shoes. Problem solving skills are required to ensure materials and completed work conform to quality requirements and to 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 LMTFP2001B

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 Set up workstation	1.1 Workstation is set up, appropriate to construction process being used. 1.2 Tools, machines and equipment are set up, checked and adjusted for correct operation. 1.3 Adjustments are made to machines to accommodate specific product requirements. 1.4 Records are maintained.
2 Prepare parts for assembly	2.1 Work ticket is followed to collect and sort parts including last, uppers, insoles, heels and soles. 2.2 Parts and components are prepared and positioned, appropriate to construction process. 2.3 The sequencing of operations to meet job specifications and timeframes is determined.
3 Assemble the shoe	3.1 Shoe components are positioned according to construction process to be used. 3.2 Shoe components are attached and assembled in correct sequence. 3.3 Shoe is slipped from last. 3.4 Uppers, heels, edges and soles are finished off using appropriate hand and machine operations and materials. 3.5 Shoe assembly is conducted according to OHS practices
4 Conduct final quality check and despatch work	4.1 Final quality check is conducted to ensure compliance with job specifications and workplace quality standards. 4.2 Corrections are made to product as required to meet specifications. 4.3 Work is despatched to next stage.

Required Skills and Knowledge

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

Demonstrates knowledge of:

- footwear production processes and machines requiring operator dexterity in handling and positioning of work
- materials used, including adhesives, solvents and abrasives, and safety requirements of their use
- materials, stitch types, needle types, thread qualities, as required
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- plan, sequence and coordinate shoe construction operations
- 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: • plan and coordinate operations involved in assembly of shoe components • check work against ticket information and workplace practices • prepare workstation and work before commencing construction operations • carry out all operations using machines and processes required for the assembly of shoe components • make adjustments to machines, as required • check product against standards • 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.

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

Components may include:

- soles
- shanks
- filler blocks
- uppers
- heels
- linings

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