



Australian Government

Department of Education, Employment and Workplace Relations

LMTFP3004B Contribute to footwear production improvement processes

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to review production processes used in footwear manufacture and contribute to identifying and implementing improvements.

Application of the Unit

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The unit applies to providing input to improvement of processes in a range of footwear production environments including volume and custom production. Typically this skill would be performed in a supervisory capacity and apply across the range of footwear production processes.

Improvement contributions may be made to any part of the production process such as production practices, documentation, supply, despatch, operator practices, safety, quality and housekeeping.

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 application of problem solving skills and initiative and enterprise to review production processes and identify opportunities for improvement. Planning and organising skills and communication and teamwork are required to implement change and gain support from other stakeholders. Learning and self management skills will be applied to review appropriateness of own suggestions and make necessary modifications.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite LMTGN2002B

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 Identify key elements of production requirements	1.1 Key customers and their needs and expectations are identified. 1.2 Footwear production processes are described in terms of how they contribute to the value chain. 1.3 Key suppliers are identified and their role in the value chain described. 1.4 Quality standards for critical points of production process are identified. 1.5 Production requirements are identified.
2 Review production processes	2.1 Housekeeping practices are identified and reviewed against standards to assess conformity. 2.2 OHS practices are identified and reviewed against organisational standards to assess conformity. 2.3 Production waste is identified. 2.4 Methods of monitoring production outcomes are identified. 2.5 Footwear production outcomes are assessed against production goals.
3 Identify improvement opportunities	3.1 Opportunities for improvement are identified. 3.2 Suggestions for improvement are made. 3.3 Improvement is tested with appropriate personnel. 3.4 Reports, records and recommendations for improvement are provided.
4 Implement improvement	4.1 Implications of improvement are identified. 4.2 Desired result of improvement is identified and method of measuring outcome established. 4.3 Methods of addressing any possible negative implications are identified and implemented. 4.4 Consultation with relevant personnel is conducted to communicate improvement. 4.5 Improvement is implemented. 4.6 Improvement is monitored to ensure correct implementation and review effectiveness in achieving desired result. 4.7 Adjustments to improvement are made as required.

Required Skills and Knowledge

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

Demonstrates knowledge of:

- quality standards applying to footwear handling procedures, construction processes and finished product
- impact of incorrect production techniques
- production suppliers and value chain concepts
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- plan product construction
- analyse and evaluate
- communicate effectively within the workplace with colleagues and management
- conduct quality checks to identify non-compliances with quality standards
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- 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: • review footwear production processes • identify and assess improvement opportunities • evaluate implications of improvement • identify and interpret workplace standards • communicate process improvement options
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.
Footwear production processes may include:	• receiving and processing of materials and components • identification of materials quality • specialist machine use such as sole moulding • repairs and alterations • testing, inspecting • despatch, storage, packing • finishing processes
Suppliers may include:	• suppliers of materials and components • personnel, specialist support, contractors • despatch, warehousing, transport operators • publicity and promotional suppliers • machinery and equipment suppliers and repair contractors
Production requirements may include:	• timing requirements • quantity • quality • specific order requirements • procedural requirements • OHS • personnel • resource use
Production waste may include:	• unusable materials, off-cuts • delays • movement and transport • poor process design • inventory • inefficient performance of a process • making defective items
Tested may include:	• trialled • verified • piloted • measured against research

Appropriate
personnel may
include:

- managers
- supervisors
- colleagues
- specialist staff

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