



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMTFP4005A Fit custom-made footwear**

**Revision Number: 1**

## **LMTFP4005A Fit custom-made footwear**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor** This unit covers the skills and knowledge required for the trialling and fitting of custom-made footwear.

### **Application of the Unit**

**Application of the Unit** This unit applies to the trialling and fitting of custom-made shoes. Discretion and judgement may be required for both self and others in planning and selecting processes, procedures or outcomes.

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 communication and team work to work with the client to determine fit outcomes and requirements. Planning and organising and problem solving skills are required to resolve fitting problems.

## **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 Clarify specifications                    | 1.1 Client <b>measurements</b> and construction specifications are reviewed to confirm all required information has been provided                                                                                                                                                                                                                                   |
| 2 Conduct trial last and diagnostic fitting | 2.1 A trial last fitting is conducted to check last for fit and function<br>2.2 Modifications are made to last in consultation with client to achieve design and construction specifications<br>2.3 A mock-up or diagnostic fitting is made in line with specifications<br>2.4 Diagnostic fitting is evaluated and proposed construction and materials are reviewed |
| 3 Conduct trial fittings                    | 3.1 Custom-made footwear is fitted and client is consulted for further adjustments<br>3.2 Trial fitting of custom-made footwear is conducted to reflect real-life usage, ease of fitting and compliance with design and production specifications<br>3.3 Required adjustments are identified in discussion with client                                              |
| 4 Conduct client follow up                  | 4.1 Measurements are taken of foot and footwear and compared to previous findings<br>4.2 New measurements are taken, if required to confirm or establish required modifications to footwear<br>4.3 Consultation with client is maintained throughout fitting processes and follow-up acted upon accordingly                                                         |
| 5 Document outcomes of follow up            | 5.1 Information relating to client measurements, trial fittings and modifications is recorded<br>5.2 Specifications are prepared for the development of new footwear or modification of existing footwear                                                                                                                                                           |

## Required Skills and Knowledge

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

Demonstrates knowledge of:

- anatomy of foot and ankle
- footwear measuring procedures
- footwear design and construction
- safety and environmental aspects of relevant workplace activities
- workplace procedures
- relevant OHS legislation and codes of practice
- OHS practices, including hazard identification and control measures
- quality practices
- practices for recording and reporting

Demonstrates skills to:

- measure feet and shoes
- communicate effectively with clients, individuals, work groups and supervisors
- select, interpret and apply procedures and processes
- prepare and present reports and information in appropriate formats
- read, interpret and follow information on work specifications, , standard operating procedures and work instructions and other reference material
- maintain accurate records
- communicate within 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.

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Critical aspects of evidence to be considered</b> | <p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• communicate and work with the client</li> <li>• examine and measure foot and shoe</li> <li>• adjust shoe last</li> <li>• fit and adjust footwear</li> <li>• check work against specifications</li> <li>• apply workplace health and safety policies in work operations</li> <li>• maintain accurate records</li> </ul>                                                                                                                                                                                                                                   |
| <b>Consistency in performance</b>                    | <p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"> <li>• organising work</li> <li>• completing tasks</li> <li>• identifying improvements</li> <li>• using workplace practices</li> <li>• using OHS practices</li> <li>• recording and reporting accidents and incidents</li> <li>• assessing operational readiness of equipment used and work processes</li> <li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li> <li>• completing work systematically with attention to detail without damage to goods and equipment</li> </ul> |
| <b>Resource implications</b>                         | <p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Context for assessment</b>                        | <p>Assessment may occur on the job or in an appropriately simulated environment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Interdependent Assessment</b>                     | <p>This unit may be assessed independently or in combination with other relevant units.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Measurements may include:           | <ul style="list-style-type: none"><li>• the use of basic measuring devices such as:</li><li>• rulers and tape measures</li><li>• two-dimensional tracings</li><li>• three-dimensional techniques</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| OHS practices                       | <p>OHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• other OHS practices relevant to the job and enterprise</li></ul> |

## Unit Sector(s)

|               |                     |
|---------------|---------------------|
| <b>Sector</b> | Footwear Production |
|---------------|---------------------|