



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN2009B Operate computing technology in a textiles, clothing and footwear workplace

Release: 1

LMTGN2009B Operate computing technology in a textiles, clothing and footwear workplace

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to computing technology in a textiles, clothing and footwear (TCF) workplace.

Application of the Unit

Application of the Unit The unit applies to identifying the types and sources of information required, and using computing technology to access, input and store information. The equipment may include computers and other equipment based on computing technology. Impact of technology use must be related to work role.

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 learning software applications, and planning and organising for the safe and efficient use of computer technology in a TCF workplace.

Communication skills are also required to work with information and data required in work role.

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 Determine work requirements	1.1 Type of work to be performed is determined. 1.2 Required technology is identified. 1.3 Software applications to be used are identified. 1.4 Data input or information sources to be used are identified. 1.5 Required skills for software application are identified.
2 Use technology	2.1 Ergonomic conditions are established. 2.2 Key features of technology are identified. 2.3 Technology is started up and shut down. 2.4 Technology is used according to OHS practices . 2.5 Assistance is accessed if required. 2.6 Impact of technology use is explained and related to the work role.
3 Select and use program features	3.1 Software application menus are navigated to access information. 3.2 Information or data is entered, changed or removed as required. 3.3 Information or data is saved and stored. 3.4 Key features of software application are identified. 3.5 Support is accessed to ensure software skills are achieved.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Demonstrates knowledge of:

- functions and capabilities of computing technology used in the work role
- impact of technology use on the work role
- functions of software applications
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- enter and retrieve data using appropriate software applications
- use numerical operations
- use required computer and program functions
- 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

Critical aspects of evidence	Demonstrates skills and knowledge to: • access and use technology • navigate software applications • enter, change and delete information or data • use technology according to ergonomic practices • apply OHS practices in work operations • relate the application of computing technology to work role
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.

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

Software applications may include:

- word processing
- email programs
- internet browsers
- spreadsheets
- specialised programs

Information sources may include:

- job specifications
- manufacturer manuals
- patterns and specifications, including materials to be used
- machine settings
- Australian Standards
- quality documentation
- customer documentation
- diagrams, log books
- hard and soft copy
- key personnel, supervisors, trainers, colleagues

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	All
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