



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN3009B Supervise operations in a textiles, clothing and footwear enterprise

Revision Number: 1

LMTGN3009B Supervise operations in a textiles, clothing and footwear enterprise

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to supervise operations within a textiles, clothing and footwear (TCF) enterprise.

Application of the Unit

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The unit applies to a supervisory role within a TCF enterprise. This role must be carried out by someone with extensive knowledge and experience in working with machines, equipment, materials and processes associated with the TCF operations.

Work may be self-directed and unsupervised.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. It may involve the supervision of a section of an enterprise, other personnel and/or technical processes.

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 problem solving, initiative and enterprise and planning and organising to provide supervisory support to a work team in order to meet production targets. Communication and team work skills are central to providing leadership in work operations as is the ability to problem solve machinery, technology and operational problems. This unit also requires communication skills to obtain and interpret information and feedback on work operations to ensure optimal production outcomes.

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 Identify scope of supervisory responsibility	1.1 Machine operations, staff, resources and operation processes within work area are identified. 1.2 Scope and limitations of supervisory role are identified. 1.3 Production targets are determined. 1.4 Maintenance requirements are identified.
2 Provide technical support to operators	2.1 Operator roles and allocation of personnel are identified. 2.2 Operator productivity and ability to conduct work effectively and safely are monitored. 2.3 Training needs are identified and communicated to appropriate personnel. 2.4 Technical problems raised by operators regarding machinery, product quality, and operational safety are addressed. 2.5 Technical support in the skill and knowledge associated with operations is provided to operators.
3 Supervise team activity	3.1 Production standards are communicated to team members. 3.2 Work allocation requirements are monitored and addressed in order to maintain optimum production efficiency. 3.3 Targets and procedures are communicated to appropriate personnel in a logical and easily understood manner. 3.4 Team communications and relations are monitored and supported. 3.5 Team compliance with OHS practices is monitored. 3.6 Production output is monitored against targets and addressed as necessary.
4 Liaise with downstream and upstream areas and management	4.1 Liaison with downstream and upstream areas is maintained to ensure quality and efficiency of operations as required. 4.2 Management is kept informed of progress and any issues which may affect operation outcomes. 4.3 Ongoing liaison is maintained with management to guide operation targets. 4.4 Opportunities to minimise down time are discussed and arranged with maintenance staff and management.
5 Ensure workplace documentation	5.1 Documentation procedures are identified for each step of operations. 5.2 Compliance with documentation requirements is monitored. 5.3 Movement of materials through operations is monitored to assess progress. 5.4 Enterprise documentation is completed.

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:

- production and workflow system in the workplace
- factors and constraints that impact on effective workflow
- ways of controlling factors and constraints
- efficient operation of machines and processes within area of supervision
- machinery maintenance requirements
- quality assurance standards and procedures
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- schedule and prioritise resources (machines, staff, materials and operation processes)
- clarify and communicate tasks, roles and responsibilities
- allocate work for operators/team members
- identify and report problems with workflow
- solve problems
- 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:

- organise machine operations, staff and operation processes
- communicate with other employees and external personnel such as suppliers, contractors, etc.
- implement appropriate ways of correcting non-compliance and inefficiencies
- apply techniques to monitor operations
- provide technical support
- apply OHS practices in work operations
- check operation outputs against specifications
- 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
- 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.
Operation processes may include:	• use of machines and equipment • use of chemicals • use of materials
Issues which may affect operation outcomes may relate to:	• staffing • machinery • materials • schedules • maintenance requirements
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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