



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN4005A Plan and implement production within a work area

Revision Number: 1

LMTGN4005A Plan and implement production within a work area

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to plan and implement production within a work team within a textiles, clothing or footwear (TCF) industry workplace.

Application of the Unit

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This unit applies to determining, planning, implementing and monitoring production work flow within a work team in a TCF workplace where discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes. Work may be conducted in a variety of environments, ie operational workplace activities, restricted space, hazardous, controlled or exposed conditions.

TCF production areas may include:

- textile production
- clothing production
- footwear production
- early stage wool processing
- cotton ginning
- leather production
- millinery
- canvas and sails production
- laundry operations
- dry cleaning operations

Operations may cover various time scales to reflect seasonal planning

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The unit is applied according to OHS and workplace practices of the enterprise, 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 production requirements, processes and schedules for a work team. This unit also requires an ability to implement and problem solve production processes. Communication skills will be used to interpret production requirements, organise work team, communicate with team and individuals and maintain records.

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

ELEMENTS	PERFORMANCE CRITERIA
1 Determine production requirements	1.1 Projected quantity and quality requirements, standard times and production capacities are identified 1.2 Production process and material handling options are identified 1.3 Resources required for the project or production order are established
2 Prioritise work	2.1 Work is prioritised taking into account production demands, customer requests and requirements and efficiency standards of the workplace
3 Sequence production	3.1 Steps required for the process are identified ensuring most efficient use of resources 3.2 Documentation is prepared in accordance with workplace practices
4 Organise team and resources	4.1 Work team is selected and organised in accordance with workplace practices 4.2 Facility, equipment and material and resources required for the production process are identified and organised in accordance with the production schedule and OHS practices
5 Implement and monitor work flow	5.1 Work flow is monitored to ensure production schedule is maintained 5.2 Methods are implemented to ensure that work is directed to each work area or location as required, and potential congestion areas are identified 5.3 Troubleshooting occurs on a regular basis in response to breakdowns, absenteeism and other factors
6 Implement variations to production plan	6.1 Systematic implementation of variations to the production plan are coordinated to ensure production meets the schedule and specifications 6.2 Work is re-allocated in accordance with production priorities, where required 6.3 Inefficiencies are identified and dealt with in accordance with workplace production practices 6.4 Team or individual responsibilities are defined and communicated
7 Maintain records	7.1 Records are maintained and reports prepared, where necessary, in accordance with workplace procedures

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:

- work organisation systems and workplace organisation features
- production planning processes, such as material supply etc.
- safety and environmental aspects of relevant workplace activities
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices

recording and reporting practices

Demonstrates skills to:

- interpret and use data from a range of sources
- sequence production
- monitor workflow
- organise resources
- respond to breakdowns, absenteeism, etc.
- coordinate variations to production plan
- document and transfer information
- 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 Employability Skills Statement, Elements and Performance Criteria, Range Statement and Assessment Guidelines for this Training Package.

Critical aspects of evidence to be considered	Demonstrates skills and knowledge to: • establish production requirements • prioritise work • select and organise work team • ensure efficiency of production schedule • deal with inefficiencies • apply OHS practices in production operations • maintain accurate records
Consistency in performance	Consistently applies skills and knowledge when: • organising work • completing tasks • identifying improvements • using workplace practices • using OHS practices • recording and reporting accidents and incidents • assessing operational readiness of equipment used and work processes • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions • completing work systematically with attention to detail without damage to goods and equipment
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.
Production planning may relate to:	• establishing an overall plan for manufacture/product delivery • repetitive production runs • short runs • quick changes • a diversity of styles • indent orders • stock services replenishment
Production process may include:	• JIT • VAM • quick response • quality circles • team processes • benchmarking
Product schedule may include:	• plant layout and machine involvement and personnel required for particular operations
OHS practices	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: • 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 • other OHS practices relevant to the job and enterprise

Unit Sector(s)

Sector All