



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN5007A Prepare procedures and specifications for textiles, clothing and footwear operations

Release: 1

LMTGN5007A Prepare procedures and specifications for textiles, clothing and footwear operations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare and confirm workplace practices for use in a textiles, clothing and footwear (TCF) workplace.
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Application of the Unit

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This unit applies to preparing and confirming workplace procedures and manuals in a TCF production workplace where judgement may be required in planning and selecting appropriate processes or procedures for self and others. Work may be conducted in a large scale production or small business situation in a TCF sector. 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 to interpret technical information and document procedures and specifications. Planning and organising, initiative and enterprise and problem solving are also required to identify required information determine appropriate presentation. This unit also requires team skills to ensure information is provided in a manner appropriate to meeting team needs.

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 relevant requirements	1.1 Information required for standard operating procedures for the TCF operation is identified and assembled 1.2 Specification requirements and format are established and confirmed and TCF formulas and terminology interpreted 1.3 Information needs of audience or team members is analysed
2 Prepare specifications	2.1 Specifications are written in an appropriate format for the TCF operation, to ensure requirements can be met 2.2 Special requirements are incorporated into the specifications 2.3 Specifications are written in a manner that is clear and understood in the workplace
3 Prepare standard operating procedures or manuals	3.1 Information needed to establish the operating procedures or manual is collected, reviewed and interpreted in accordance with OHS practices 3.2 Documentation is prepared to formalise processes for achieving the enterprise objectives 3.3 Responsibility for all updates and changes to the procedures or manuals is assigned or designated
4 Review procedures and specifications against standards	4.1 Compliance with the procedures and specification requirements is monitored in relation to the required application 4.2 Results are assessed, reported and acted upon according to workplace practices
5 Maintain records	5.1 Records of procedures and specifications are maintained and associated reports prepared, where necessary, in accordance with workplace practices 5.2 Presentations on production performance and developments are made at management meetings in accordance with workplace practices

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level

Demonstrates knowledge of

- specific TCF production operations, technology and skills
- enterprise systems and requirements
- industry standards, regulations, etc.
- safety and environmental aspects of production processes
- workplace policies/procedures and reporting processes
- relevant OHS legislation and codes of practice
- workplace practices and reporting or recording processes
- relevant regulatory requirements and codes of practice
- hazard identification and control measures associated with preparing
- procedures and specifications

Demonstrates skills to

- use management systems and procedures
- use required office technology in the preparation of procedures or manuals
- evaluate and interpret specification information and data
- review procedures or manuals and prepare reports
- communicate effectively within the workplace
- select, interpret and apply procedures and processes
- prepare and present reports and information in appropriate formats
- read, interpret and follow information on job instructions,
- specifications, standard operating procedures, patterns, charts, tickets,
- order forms and other applicable reference material
- sequence operations
- clarify and check task related information
- carry out work in accordance with 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 to be considered	Demonstrates skills and knowledge to: • assemble information and specification requirements • interpret and analyse information for use in procedures or manuals • write procedures and specifications with respect to customer or workplace needs • confirm accuracy and appropriateness of prepared procedures or manuals • delegate responsibility • review effectiveness of procedures and specifications • ensure workplace health and safety policies and statutory regulations are appropriately addressed in procedures or manuals • 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.
Preparation specifications may include:	• assembling information and confirming requirements • documentation preparation • review of procedures • consultation with other personnel, equipment-machine suppliers and customers
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
Procedures and specifications may be:	Produced or selected with reference to: • enterprise or client standards • established processes • industry standards • workplace regulations • work practices

Unit Sector(s)

Sector	All
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