



Australian Government

Department of Education, Employment and Workplace Relations

LMTLA2007A Finish products for despatch

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to operate finishing equipment, inspect products and fold and prepare finished products for despatch.

Application of the Unit

Application of the Unit

This unit applies the operation of finishing equipment.

Laundry or operating procedures can relate to:

- manual handling techniques
- machine operation
- procedure for coding and rewash
- reporting procedures for faults, safety checks, etc.
- classification of products (code, number, tying, wrapping, customer)

Procedures may relate to:

- machines manual over-riding technology application
- identification of faults
- manual handling for loading and unloading machines
- safe use of machines
- quality control requirements

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

This 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 of resources and machinery for the required work, as well as applying skills and knowledge of machines and equipment to ensure production outcomes are met for finishing operations. This unit also requires an ability to interpret schedules and determine finishing requirements and recognise and act on faults or quality inconsistencies.

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 Operate finishing equipment	1.1 Procedures for checking, start up and stopping of finishing equipment are performed 1.2 Safety requirements related to machine overrides and protective clothing are followed 1.3 Schedules are followed or checked to ensure workplace requirements are met 1.4 Product is classified and sorted according to finishing and rework requirements 1.5 Products are prepared for finishing in accordance with product requirements 1.6 Product is fed into finishing equipment manually or by use of proper aids 1.7 Machines are monitored and adjusted in accordance with specified procedures and consistent with operators' skill level 1.8 Operating faults are identified and reported
2 Inspect product	2.1 Products are inspected for conformance to quality standards 2.2 Products not meeting quality standards are rejected or returned for rework 2.3 Damaged or torn products are identified for repair or return 2.4 Rewash, repair or condemned product is deposited in appropriate container 2.5 Records are completed
3 Prepare finished products for despatch	3.1 Product is folded to meet workplace requirements 3.2 Products are classified 3.3 Storage equipment is checked before products are packed 3.4 Products are stored for distribution in allocated area 3.5 Finished product records are accurately maintained

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level

Demonstrates knowledge of:

- machine operation, program selection, and monitoring procedures
- level of operator responsibility for equipment maintenance and monitoring
- safety and environmental aspects related to workplace and machine and equipment operation and manual handling, including consumable or hazardous materials
- workplace practices
- OHS practices, including hazard identification and control measures
- quality practices
- practices for recording and reporting

Demonstrates skills to:

- determine load sizes
- use machines and related equipment
- classify and sort product
- maintain quality requirements for each stage of the process
- apply defined procedures
- receive 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 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: • interpret production schedules and work load priorities • operate finishing equipment • inspect product • finish and fold product
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.

Finishing equipment may include:

- pressing equipment, which may include:
 - roller or chest ironer
 - towel folder or team folder
 - tunnel finishers or steam tunnel
 - stacker or feeder
 - trouser topper
 - trouser legger
 - dolly
 - puffer
 - dry press
 - hand iron
 - hot head press
 - coat press
 - feeding equipment
 - single or multi roller iron

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 Laundry Operations