



Australian Government

Department of Education, Employment and Workplace Relations

LMTML1001A Make a simple headpiece

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers skills and knowledge to design and make a simple headpiece or hair accessory.

Application of the Unit

Application of the Unit The unit applies to the design and production of a simple millinery headpiece or hair accessory using a limited range of materials and trims.

Work should be conducted in a highly supervised context such as VET in Schools, and may involve individual and team-related activities.

This unit is applied according to OHS and workplace practices of the enterprise, which may include:

- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices including responsibility for maintenance of own work quality
- housekeeping
- tasks related to responsible waste disposal and recycling

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 Select design	1.1 Designs for simple headpieces or hair accessories are researched according to set criteria 1.2 Two of the researched designs are selected 1.3 One design is selected as being most suitable for production, with reasons for this choice identified 1.4 Confirm suitability of chosen design is confirmed with supervisor or teacher
2 Select millinery materials	2.1 Millinery materials required for chosen design are identified 2.2 Millinery materials selected are confirmed with supervisor or teacher 2.3 Materials are sourced according to design and production requirements
3 Prepare work area	3.1 Production resource requirements are identified 3.2 Workstation and equipment is prepared according to production requirements 3.3 Materials are prepared according to the requirements for the types of materials and the production requirements
4 Produce a simple headpiece	4.1 Headpiece foundation is prepared 4.2 Millinery materials and components are prepared 4.3 OHS practices are observed in the use of adhesives and size 4.4 Components and foundation are combined by sewing, gluing, bonding or wiring as relevant 4.5 Headpiece or hair accessory is trimmed and finished
5 Complete production	5.1 Headpiece or hair accessory is checked against design requirements and production requirements 5.2 Headpiece is packed, stored or labelled for display, sale or transfer 5.3 Production process, including housekeeping and required documentation is completed

Required Skills and Knowledge

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

Demonstrates knowledge of:

- researching and selecting simple headpiece designs
- simple headpiece and hair accessory production
- handling requirements of selected millinery materials and components
- resource requirements for production of a simple headpiece/hair accessory
- OHS practices including hazard identification and control measures associated with
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skill to:

- list materials requirements for chosen design
- source materials required for chosen design
- handle and manipulate millinery materials and components
- 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 for assessment and evidence required to demonstrate competency in this unit	Demonstrates skills and knowledge to: • conduct research to select appropriate designs for simple headpieces • list materials and components required for production • identify production requirements • conduct and complete production of a simple headpiece • apply OHS procedures • complete documentation • work in a supervised workroom environment 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
Context and specific resources for assessment	Assessment may occur on the job or in an appropriately simulated environment and requires access to work areas, materials and equipment and to information on workplace practices and OHS practices.
Guidance information for 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.

Researched may include

- fashion magazines
- Internet
- the work of national and international designers
- costume and millinery collections in museums
- the headwear of different countries and cultures
- adaptations from other design forms

Simple headpiece or hair accessory may include

- 'fascinators'
- embellished headbands
- embellished hair combs
- embellished hair clips
- embellished hair pins and slides
- embellished hat pins
- bandannas or scarves

Set criteria may include

- price point or budget
- gender

Millinery materials may include

- wire
- canvas
- sinamay
- felt pieces
- straw pieces
- braids
- ribbons
- beads
- flowers
- feathers
- net
- fashion fabrics

Design and production requirements may include

- the required quantity or dimensions of the materials required for the design
- the techniques required to produce the simple headpiece
- the amount of time available to produce the simple headpiece

Resource requirements may include	• the availability of specialised equipment to produce the simple headpiece • the budget allocated for sourcing of materials
Headpiece foundations may include	• hair combs • head bands • hair clips • canvas shapes • sinamay shapes • hair slides • hat pins
Millinery materials may include	• millinery foundations • trims
Components may include	• wire • adhesives • size • commercial trims
Required documentation may include	• list and cost of materials and components • collating of research findings
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: • use of safe alternatives to the traditional millinery adhesives and size • 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 Millinery