



Australian Government

Department of Education, Employment and Workplace Relations

LMTML2003A Produce and attach millinery trims

Revision Number: 1

LMTML2003A Produce and attach millinery trims

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to perform the tasks associated with the production and attachment of millinery trims.

Application of the Unit

Application of the Unit

The unit applies to the production and attachment of decorative and functional trims for individual millinery items according to design requirements.

Work is conducted according to defined procedures.

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 planning and organising for safe and effective production and attachment of millinery trims. This unit also requires an ability to interpret and communicate job related information such as design specifications, check the quality of outcomes and identify and address problems relating to own work.

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 Interpret millinery trim requirements	1.1 Trim design for millinery item including specifications, is interpreted 1.2 Material requirements are confirmed 1.3 Sequence for the production and attachment of trim is determined
2 Construct millinery trim	2.1 Materials are prepared by cutting, stiffening or shaping, as required, according to design requirements 2.2 Required measurements are performed to confirm quantities and sizing of trim features 2.3 Trims are formed, sewn, stapled or glued in preparation for attachment to millinery item 2.4 Trim features are prepared or produced
3 Attach millinery trim	3.1 Adhesives and attachments are prepared for use 3.2 Trim is attached to millinery item as required to reflect design 3.3 Trimmed or finished article is checked for safety, including <i>potentially dangerous items</i> 3.4 <i>OHS practices</i> are followed

Required Skills and Knowledge

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

Demonstrates knowledge of:

- millinery processes and equipment
- characteristics of millinery materials
- trims, including fabric types, variety, their application and attachment methods
- inspection and checking procedures
- quality standards and practices
- safety and environmental aspects related to machine operation and use of tools and equipment, and the importance of ventilation and lighting
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- prepare trim components
- visualise the finished product
- attach and position trims to produce the required outcome
- apply the quality requirements for each stage of the process
- document, assess 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 for assessment and evidence required to demonstrate competency in this unit

Demonstrates skills and knowledge to:

- make millinery trims
- attach trims to millinery items
- use millinery tools and equipment
- recognise non-conforming outcomes

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

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.

Trims may include

- ribbon
- braid
- fabric
- flowers
- badges
- buttons
- studs
- eyelets
- fastenings
- elastic
- cords
- feathers

Potentially dangerous items may include

- wiring
- pins
- staples
- flower or trim wires
- dyes
- hat elastic

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 Millinery