



Australian Government

Department of Education, Employment and Workplace Relations

LMTML2004A Produce felt for millinery

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to produce felt from fibres suitable for use in millinery.

Application of the Unit

Application of the Unit This unit applies to the selection and preparation of fibres for making felt for use in millinery.

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.

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 use of felt making operations used in millinery. This unit also requires an ability to interpret and communicate design and production requirements, check the quality of outcomes and identify and address problems relating to own work.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites LMTML2001A

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 fibres	1.1 Design and production requirements for felt are determined 1.2 Fibres appropriate for the production of felt are selected 1.3 Fibres are checked for quality and characteristics according to production requirements 1.4 Use of new or recycled fibres is considered
2. Prepare work area	2.1 OHS procedures for the safe handling and processing of fibres, associated dyes and detergents are identified and followed 2.2 Suitable work area and resource requirements are prepared 2.3 Materials and equipment are checked for readiness
3. Prepare fibre for felt production	3.1 Fibres are washed 3.2 Fibres are dyed according to design and production requirements 3.3 Fibres are carded and combed 3.4 Fibres are dried correctly 3.5 Fibres are transferred to area for next process
4. Produce felt	4.1 Fibres are placed and layered alternating direction with each layer 4.2 Fibres are placed onto a suitable frame or surface to be saturated with soapy water and agitated 4.3 Fibres are removed from frame or surface, hand rubbed and shrunk as required 4.4 Fibres are dried in preparation for blocking and shaping 4.5 Wash is repeated if the felting is unsuccessful 4.6 Felt is checked against design and production requirements 4.7 Felt is transferred to appropriate area for next process or packed and stored 4.8 All waste is disposed of according to environmental standards and practices 4.9 Production process, including housekeeping and required documentation are completed

Required Skills and Knowledge

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

Demonstrates knowledge of:

- requirements for the use of felt in millinery
- types of fibres appropriate for the production of felt
- quality and characteristics of various fibres used in the production of felt
- OHS practices, including hazard identification and control measures
- safety and environmental aspects related to workplace operation and handling requirements for the preparation of fibres
- resource requirements for the preparation of fibres and the production of felt
- practices for packing, labelling and storing prepared fibres and finished felt
- types of frames or equipment suitable for the production of felt
- requirements for rubbing and matting fibres for felt production
- housekeeping requirements of the workplace
- documentation requirements relevant to the production of felt
- practices for recording and reporting
- quality standards
- workplace procedures

Demonstrates skills to:

- maintain quality requirements for each stage of the process
- read, interpret, and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- select appropriate fibres for use in felt production
- prepare and check work areas to ensure safety and resource requirements are met
- 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:

- interpret felt design and production requirements
- select appropriate fibres
- conduct felt production and dyeing activities
- use equipment and materials safely and correctly
- produce felt to design and production requirements

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.
Design and production requirements may include:	- customer specifications - cost - quantity - quality - colour - tools and equipment - specific expertise - raw materials
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 - working with water and detergent - 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
Resource requirements may include:	well-ventilated and lit work area access to hot and cold water facilities and equipment for cutting equipment for combing and carding facilities and equipment for washing, using chemicals and dyes facilities and equipment for drying

	appropriate dyestuffs and chemicals
	personal protective equipment
	specification information
Materials and equipment may include:	• washing equipment • soaking equipment • detergents and scourers • cards and combs • dyes • frames • drying machine • personal protective equipment
Suitable frame includes:	• wooden • metal • plastic
Required documentation may include:	• batch number and date • record of preparation and production techniques used • customer order information • requirements for next stage of production • dye recipe

Unit Sector(s)

Sector	Millinery
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