



Australian Government

Department of Education, Employment and Workplace Relations

LMTML2007A Block and shape millinery by hand

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to perform blocking and shaping processes of millinery using manual operations, it includes selecting and modifying the block where applicable.

Application of the Unit

Application of the Unit This unit applies to performing blocking and shaping processes of millinery using manual operations.

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 blocking and shaping of millinery. This unit also requires an ability to interpret and communicate design information.

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 Confirm design	1.1 Blocking and shaping requirements are confirmed to ensure correct design application
2 Obtain and prepare materials	2.1 Selected materials are assembled in readiness for preparation process 2.2 Materials are prepared in readiness for shaping the hat, including stiffening if required
3 Select and modify the block	3.1 Block is selected to suit design 3.2 Block is adapted, where necessary, to ensure correct application
4 Block millinery	4.1 Fibre or material is prepared and processed over steam vent ensuring safe processes are followed 4.2 Hood is pre-blocked to pre-stretch the fibres, if required 4.3 Final blocking is performed to shape the secondary components, including brim, collar line or to obtain particular indentation 4.4 Hood is allowed to dry on the block, either naturally or by artificial means 4.5 Stiffening is added to the hat, where required, before being removed

Required Skills and Knowledge

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

Demonstrates knowledge of:

- industry and product processes and equipment
- safety and environmental aspects related to equipment operation
- workplace procedures
- reporting procedures
- OHS practices, including hazard identification and control measures
- quality practices
- recording and reporting practices

Demonstrates skills to:

- manipulate materials to produce required shapes
- 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:

- prepare and handle materials
- use blocks appropriately
- operate machines or equipment, including steam equipment, which are relevant to the competency and used within the enterprise
- recognise non-conforming outcomes

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 if 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.

Machines and equipment may include

- block
- steamer
- pins
- cord
- hot block
- iron
- hat stretcher
- cutting tools

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 Millinery