



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMTML4003A Present and display millinery**

**Revision Number: 1**

## **LMTML4003A Present and display millinery**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor** This unit covers the skills and knowledge required to prepare and display millinery with consideration to display techniques, lighting, layout and cataloguing.

## Application of the Unit

### Application of the Unit

This unit applies to identifying presentation objectives, and planning and organising displays using a range of presentation tools and techniques. It encompasses planning and organisational skills to successfully coordinate the presentation process. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the presentation and display of millinery items.

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 problem solving and initiative and enterprise to determine effective ways to communicate the features of individual millinery items through presentation and display. Communication, planning and organising skills are also used in order to prepare presentations.

## 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 presentation requirements    | 1.1 Objectives of presentation are clarified<br>1.2 Presentation requirements are identified<br>1.3 Type of presentation is identified<br>1.4 Presentation conditions are identified<br>1.5 Available resources are confirmed<br>1.6 Plan is developed to meet presentation requirements                                   |
| 2 Prepare headwear for presentation    | 2.1 Headwear is selected to meet presentation objectives<br>2.2 Headwear is finished to presentation standard<br>2.3 Adjustments are made to headwear if required for presentation<br>2.4 Suitable storage or delivery of headwear is arranged                                                                             |
| 3 Select display techniques            | 3.1 Overall presentation and effect is identified<br>3.2 Placement and display of headwear presentation is designed<br>3.3 Display models are prepared for individual hats<br>3.4 Display techniques are selected for individual hats<br>3.5 Additional prop requirements are identified                                   |
| 4 Select lighting techniques           | 4.1 Lighting equipment and operators (if required) are obtained<br>4.2 Suitable lighting techniques are selected to meet presentation objectives<br>4.3 Lighting techniques selected are appropriate for presentation type and conditions<br>4.4 Lighting techniques selected are appropriate for individual hat displayed |
| 5 Select layout techniques             | 5.1 Layout of overall presentation is suitable to meet presentation objectives and in accordance with presentation requirements and conditions<br>5.2 Layout of individual hats achieves desired effect<br>5.3 Layout tools and techniques are used effectively                                                            |
| 6 Catalogue headwear                   | 6.1 Method of cataloguing is identified<br>6.2 Labels for individual hats are prepared as required<br>6.3 Cataloguing of millinery presentation is prepared as required<br>6.4 Documentation of millinery presentation is maintained                                                                                       |
| 7 Work to quality and safety standards | 7.1 Workplace quality standards and procedures for specific task are identified<br>7.2 Work is conducted to meet workplace quality standards<br>7.3 <b>OHS practices</b> for the specific task are identified<br>7.4 Work task is conducted according to OHS practices                                                     |

## Required Skills and Knowledge

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

Demonstrates knowledge of:

- millinery policies, standards and guidelines, industry codes of practice, legislative and regulatory requirements
- industry, workplace and product processes and equipment in displaying hats and headwear
- cataloguing requirements in presenting millinery
- operational knowledge of a range of lighting, layout and display techniques
- different types of presentations
- design techniques
- historical context of fashion style to be presented
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- select appropriate displays
- prepare hats
- prepare displays
- document and catalogue displayed items
- present millinery according to required conditions and objectives
- finish headwear according to client requirements
- 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:

- develop plans for millinery presentations
- prepare hats and display items
- select presentation techniques to achieve desired outcome
- manage presentation process
- effectively manage and handle difficulties
- create displays to achieve desired effect
- effectively catalogue items
- meet quality and OHS standards

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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| OHS practices                       | <p>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:</p> <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> <li>• reporting accidents and incidents</li> <li>• other OHS practices relevant to the job and enterprise</li> </ul> |

## Unit Sector(s)

|               |           |
|---------------|-----------|
| <b>Sector</b> | Millinery |
|---------------|-----------|