



**Australian Government**

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

# **LMTML4004A Manage millinery procurement and cost millinery products**

**Revision Number: 1**

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### **Modification History**

Not applicable.

### **Unit Descriptor**

|                        |                                                                                                                                                                                                                          |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unit descriptor</b> | This unit covers the skills and knowledge skills required to locate and procure materials from millinery supply chains or alternative sources, estimate preliminary pricing and calculate sale price of completed items. |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Application of the Unit

### Application of the Unit

This unit applies to identifying and sourcing required millinery resources and negotiating and documenting procurement. It encompasses broad knowledge of materials used in producing millinery items and research and documentation skills. Work requires individuals to demonstrate discretion, judgement and problem solving skills in the procurement of millinery supplies.

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 problem solving skills and ability to apply knowledge of production processes and technology when calculating and documenting costs. Communication skills are used to interpret information, make calculations, liaise with supplies and document 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 millinery supply requirements             | 1.1 Stock-take is administered to assess current and future millinery supply needs<br>1.2 Quantity and special features of millinery supplies are identified<br>1.3 Millinery supply requirements are documented<br>1.4 Special orders and timing requirements are noted from specification sheets                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2 Identify millinery supply resources               | 2.1 Local millinery suppliers are identified and details of available products are documented<br>2.2 National and international millinery suppliers are identified and details of available products are documented<br>2.3 Supply sources for uncommonly used items are identified<br>2.4 Alternatives for unavailable or high price millinery items are researched and identified<br>2.5 Relationships with millinery suppliers and other relevant businesses are established to facilitate the procurement of millinery supplies<br>2.6 Suppliers of items for specific orders are identified to meet the timing and material needs of the client<br>2.7 Details of procurement suppliers and characteristics are documented |
| 3 Make initial price estimation on millinery orders | 3.1 Construction design specifications are used to identify raw materials required for millinery orders<br>3.2 Supplier documentation is used to estimate pricing on raw materials<br>3.3 Workplace procedure and personal experience are used to estimate labour requirements<br>3.4 Initial price estimation, which reflects total estimated price for specific order, is provided to the client<br>3.5 Estimated price is documented                                                                                                                                                                                                                                                                                        |
| 4 Procure millinery supplies                        | 4.1 Procurement of common use items are arranged with consideration to price efficiency, delivery reliability and suitability for desired outcome<br>4.2 Procurement of uncommon use items are arranged with consideration to price efficiency, delivery reliability and suitability for desired outcome<br>4.3 Documents are prepared and processed to procure millinery supplies in accordance with workplace procedures<br>4.4 Pricing is documented<br>4.5 Payment of millinery suppliers is managed according to                                                                                                                                                                                                          |

| ELEMENT                                | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | workplace practice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5 Calculate final sale price           | <p>5.1 Millinery raw materials used in product are calculated according to workplace procedures and government taxation regulations</p> <p>5.2 Labour used in product is calculated according to workplace procedures and government taxation regulations</p> <p>5.3 Any additional expenses incurred in production of item are calculated in accordance with workplace procedures and government taxation regulations</p> <p>5.4 Total price is calculated according to workplace procedures and government taxation regulations</p> <p>5.5 Client invoice is prepared according to workplace procedures and government taxation regulations</p> |
| 6 Manage financial record keeping      | <p>6.1 Procurement and business expenses are documented and managed according to workplace procedures and government taxation regulations</p> <p>6.2 Invoicing and client sales are documented according to workplace procedures and government taxation regulations</p> <p>6.3 Financial transactions are documented, processed and managed according to workplace procedures and government taxation regulations</p>                                                                                                                                                                                                                            |
| 7 Work to quality and safety standards | <p>7.1 Workplace quality standards and procedures for specific task are identified</p> <p>7.2 Work is conducted to meet workplace quality standards</p> <p>7.3 <b>OHS practices</b> for the specific task are identified</p> <p>7.4 Work task is conducted according to OHS practices</p>                                                                                                                                                                                                                                                                                                                                                         |

## 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 production processes
- a range of textiles and materials used in millinery items
- local, national and international industry suppliers
- procurement practices, including:
  - millinery pricing
  - information required for procurement transactions
  - labour charges
  - business pricing principles
  - product alternatives
  - lead time on orders
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- identify procurement requirements
- identify procurement suppliers
- select appropriate materials
- negotiate price with suppliers and clients
- use high-level interpersonal skills
- arrange procurement
- assess supplier efficiency and product quality
- document, assess and retrieve information
- conduct and document stock-take of supplies
- 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:

- accurately conduct and record stock-take of supplies
- identify and record millinery requirements
- identify suitable suppliers
- assess and compare suppliers on price, reliability and desired products
- correctly document procurement transactions
- make preliminary price estimates on products to be made
- purchase required items according to organisational procedures
- calculate sale prices of items
- maintain financial records

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** 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