



Australian Government

Department of Education, Employment and Workplace Relations

LMTTF2005A Translate information into measurements or diagrams

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to translate information received orally and by other means on customer requirements into hard copy form for costing and production purposes.

Application of the Unit

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This unit applies to translating information received on customer requirements into hard copy form for costing and production purposes.

Work may include interaction with enterprise clients either individually or in collaboration with other personnel from the operator's enterprise.

Work may be conducted in a variety of environments, such as:

- operational indoor workplaces
- operational outdoor workplaces

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 communication such as interpreting customer requirements and translating information to diagrams and sketches for production purposes, as well as an application of knowledge of technology used in canvas or sail manufacturing. Problem solving and planning and organising skills must be applied to identify manufacturing requirements. Self management skills are applied to ensure workplace and quality standards are achieved.

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 Identify customer requirements from customer information	1.1 Customer information is reviewed to ensure all required data is available 1.2 Organisational information and measurements required for processing of customer request are accessed 1.3 Additional information, if needed is sought 1.4 Workplace procedures and instructions are read and interpreted
2 Identify components, products and services necessary to meet customer requirements	2.1 Concept of completed product or service is developed 2.2 Required accessories, attachments and other components are determined 2.3 Anchor points, types and sizes of openings are determined
3 Identify potential difficulties and hazards	3.1 Potential difficulties associated with manufacture of the product or provision of the service are identified 3.2 Hazards associated with manufacture of the product or provision of the service are identified 3.3 Environmental features, regulations, insurance requirements, legal requirements and other factors which may affect the product or service to be provided are identified
4 Develop sketches, diagrams and drawings which help define customer requirements	4.1 Freehand sketches or diagrams illustrating the customer's requirements are produced 4.2 Dimensions and angles are accurately transferred on to the sketch or diagram 4.3 Positions of attachments, openings, fittings or inserts are marked out accurately and clearly 4.4 Positions of ropes, struts, retractors or supports are clearly shown 4.5 Details of gussets, pockets, hips and other features are developed and incorporated in the sketches, diagrams or drawings 4.6 Dimensional allowances for cutting, rolled edges, joins, and reinforcements are calculated and incorporated in the sketches, diagrams or drawings 4.7 Provision is made for seams, joins and overlaps 4.8 Knowledge of customer requirements are applied to perform required tasks 4.9 Tools, equipment and resources are used according to OHS practices 4.10 All dimensions and angles are checked for accuracy
5 Store and communicate information	5.1 Information, sketches, diagrams and drawings are stored 5.2 Information, sketches, diagrams and drawings are passed on to

ELEMENT

PERFORMANCE CRITERIA

personnel within the organisation responsible for further action

Required Skills and Knowledge

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

Demonstrates knowledge of:

- a range of common products and services offered by the workplace
- general operating principles of common products and equipment on offer
- common types of materials used in the industry and their applications
- limitations of canvas and other materials used
- common types of strengthening and fastenings
- measuring instruments and techniques
- mathematical processes
- plane geometry and plane geometrical shapes
- mathematical formulae (eg areas, volumes)
- engineering drawing principles and practices
- general principles of CAD
- environmental requirements of relevant industry and workplace procedures
- general industry housekeeping policies and procedures
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- conceptualise customer needs from customer information
- interpret diagrams and drawings
- translate ideas into basic three dimensional sketches and drawings
- use CAD programs to produce drawings
- locate and interpret technical information about products, materials, equipment and operating procedures
- clarify customer instructions and provide feedback to customer
- develop three dimensional shapes based on planar figures
- construct templates
- allow for material shrinkage
- make provision for rolled edges
- make provision for joins or seams
- 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

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

- 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:

- comply with all relevant safety requirements including safe use of measuring tools (including laser devices) and other equipment
- interpret work orders
- interpret customer information
- interpret specifications and instructions for products and materials offered to customers
- prepare preliminary sketches, diagrams and drawings
- prepare final sketches, diagrams and drawings
- document and communicate work related information

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.
Tools, equipment and resources may include	• measuring equipment • rules • squares • protractors • calculators • computers and software including computer applications involving geometric constructions and surface area calculations
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 Textile Fabrication