



**Australian Government**

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

# **LMTTX2013B Conduct packaging or folding for textile production**

**Revision Number: 1**

## **LMTTX2013B Conduct packaging or folding for textile production**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor**      This unit covers the skills and knowledge to conduct packaging or folding for textile production.

## Application of the Unit

### Application of the Unit

The unit applies to the use of machines and processes to prepare textile products for warehousing or distribution. Machines may perform operations such as folding, ticketing, labelling and packaging.

The application of this competency is likely to involve repetitive work and requires a limited range of operations such as loading and unloading machines, and placing tickets and labels on finished products.

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 planning and organising for the safe and efficient use of packaging or folding machines. This unit also requires the ability to check machine operation and the quality of work, identify and communicate inconsistencies or other problems and complete workplace documentation. 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 Prepare work pieces and workstation | <ul style="list-style-type: none"><li>1.1 Work pieces or materials are laid out in sequence.</li><li>1.2 Work area, bench or seating are set up or prepared according to <b>OHS practices</b>.</li><li>1.3 <b>Machine</b> or process is set up.</li><li>1.4 <b>Routine minor maintenance</b> is performed as required according to manufacturer specifications.</li><li>1.5 Any problems are reported and recorded.</li></ul> |
| 2 Complete packaging or folding tasks | <ul style="list-style-type: none"><li>2.1 Machine is operated or process conducted.</li><li>2.2 Work is assessed for compliance with quality standards and production specifications.</li></ul>                                                                                                                                                                                                                               |
| 3 Despatch completed work             | <ul style="list-style-type: none"><li>3.1 Textile products are checked against quality standards.</li><li>3.2 Any faults identified are reported and recorded.</li><li>3.3 Completed products are directed for despatch.</li><li>3.4 Work documentation is completed as required.</li></ul>                                                                                                                                   |

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

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

Demonstrates knowledge of:

- operating procedures for machines
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- handle, receive and perform packaging or related tasks
- carry out machine operations
- 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.

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Critical aspects of evidence to be considered</b> | <p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"><li>• check work against ticket information and workplace standards</li><li>• prepare workstation and work before commencing operations</li><li>• apply machine operation techniques</li><li>• carry out minor machine maintenance according to workplace practices</li><li>• apply OHS practices in work operations</li><li>• maintain accurate records</li></ul>                                                                                                                                                                                                                      |
| <b>Consistency in performance</b>                    | <p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks according to instructions</li><li>• working systematically with attention to detail</li><li>• working systematically with attention to detail</li><li>• identifying improvements and avoiding damage</li><li>• using workplace practices</li><li>• using OHS practices</li><li>• recording and reporting accidents and incidents</li><li>• assessing operational readiness of equipment</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li></ul> |
| <b>Resource implications</b>                         | <p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Context for assessment</b>                        | <p>Assessment may occur on the job or in an appropriately simulated environment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Interdependent assessment</b>                     | <p>This unit may be assessed independently or in combination with other relevant units.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## 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 include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</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>• environmental practices</li> </ul> |
| Machine may include                   | <ul style="list-style-type: none"> <li>• labelling machine or printer</li> <li>• packaging machine</li> <li>• stud machine</li> <li>• folding machine</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Routine minor maintenance may include | <ul style="list-style-type: none"> <li>• cleaning work area</li> <li>• minor adjustments to machine settings or components</li> <li>• oiling or lubricating</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Unit Sector(s)

**Sector** Textile Production