



Australian Government

Department of Education, Employment and Workplace Relations

LMTTX2017B Access and use information resources for textile production operations

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to access and use information resources for textile production operations.

Application of the Unit

Application of the Unit The unit applies to the identification and use of relevant industry information such as instructions, trade journals, manuals, specifications, OHS practices, quality system documentation and drawings that may be used to assist in carrying out textile production activities.

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 communication skills to access and apply workplace information efficiently. Planning and organising and problem solving skills are required to ensure information is accessed and stored appropriately, and to assess usefulness of information. Self management skills are required to maintain workplace information management standards.

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 and locate textile production information resources	1.1 Information needs are identified and confirmed with appropriate personnel. 1.2 Workplace information resources to assist in textile production operations are identified and located. 1.3 Direction is sought from appropriate personnel where required, in locating and obtaining information. 1.4 Information resources appropriate to work requirements and/or application are checked for currency and authenticity.
2 Access textile production information	2.1 Relevant information is located using simple search techniques. 2.2 Symbols, codes, legends, abbreviations and textile production terminology are interpreted correctly. 2.3 Information is accessed and relevant application understood. 2.4 Information on OHS practices and procedures is accessed and related to work activity. 2.5 Clarification or further explanation of information is obtained, where required. 2.6 Information is noted and summarised, if necessary, for subsequent use.
3 Use information resources	3.1 Information resources are used to assist in textile production operations. 3.2 Where applicable, work is undertaken according to acquired information.
4 Store information resources	4.1 Information resources are stored appropriately to ensure security, prevention of damage, and retrieval. 4.2 Currency of documentation is referred to and maintained.

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:

- information resources available in the workplace
- range of formats in which information is presented
- organisation of information by classification and cataloguing systems
- own work role and activities
- operating procedures for production machines or processes
- expertise of key personnel
- location of information resources
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- ask questions
- apply information to own work
- interpret textile production terminology, symbols and data relevant to work requirements
- apply basic scanning techniques to locate required 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 of evidence to be considered	Demonstrates skills and knowledge to: • locate and access sources of information • interpret work information • use information resources • apply information to own work activities • store information
Consistency in performance	Consistently applies skills and knowledge when: • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OHS practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent 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 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: • 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 • environmental practices
Information resources may include	• standard operating procedures, safety procedures, job lists, manufacturer manuals, specifications, textile production patterns and machine settings, Australian and International Standards, trade journals, quality system documentation customer requirements, workplace and site procedures and manuals, industry manuals, codes of practice, awards, legislation, plans, diagrams, log books • hard copy or electronic data • key personnel, supervisors, trainers, colleagues
Simple search techniques may include	• using index, table of contents, numbering and classification systems, computer database search or look-up, questioning, cross-referencing • basic techniques to identify relevant information, including skimming and scanning, identifying key words and ideas

Unit Sector(s)

Sector Textile Production