



Australian Government

MSTCL2003 Perform basic maintenance of headwear

Release: 1

MSTCL2003 Perform basic maintenance of headwear

Modification History

Release 1. Supersedes and is equivalent to LMTCL2018B Perform basic maintenance of headwear

Application

This unit of competency covers the skills and knowledge to perform basic maintenance of headwear.

The unit of competency applies to activities associated with the restoration, maintenance and alteration of headwear, including cleaning or refinishing.

Work may be conducted under some supervision in small to large scale enterprises and may involve individual and team activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Clothing production

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions

2	Perform basic maintenance of headwear	2.1	Assess condition of headwear and confirm instructions for maintenance
		2.2	Clarify instructions or specifications
		2.3	Develop sequence of practical steps to perform maintenance or repair
		2.4	Clean or refinish and check headwear to ensure work meets quality standards
		2.5	Record and report non-conformance or faults
		2.6	Maintain accurate maintenance records

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- Workplace procedures include one or more of the following:**
- requirements prescribed by legislation, awards, agreements and conditions of employment
 - SOPs
 - 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
 - WHS practices

Australian Standards include: • the relevant industry or Australian Standards that are current at the time this unit is being undertaken

Basic maintenance of headwear includes one or more of the following:

- basic restoration
- basic alteration
- standard repair processes
- refinishing processes
- cleaning of headwear
- basic repairs

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTCL2018B Perform basic maintenance of headwear

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>

Assessment Requirements for MSTCL2003 Perform basic maintenance of headwear

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- applying relevant standards
- assessing condition of headwear, confirming instructions for maintenance and clarifying instructions or specifications
- developing sequence of practical steps
- applying a range of methods related to maintaining or repairing headwear
- operating machines and equipment, including heat and steam equipment
- cleaning or refinishing at least three (3) different examples of headwear with different styles or fabrics
- checking to ensure work meets quality standards
- recording and reporting non-conformance or faults
- maintaining accurate maintenance records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- industry and product processes and equipment
- characteristics of headwear fibres, fabrics and other materials
- basic alteration techniques
- maintenance and repair processes, such as:
 - basic restoration
 - basic alteration
 - standard repair processes
 - refinishing processes
 - cleaning of headwear
 - basic repairs
- quality standards and practices

- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
 - have vocational competency in maintaining headwear, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.

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