



Australian Government

MSTCL2012 Organise and plan own work in a home-based production environment

Release: 1

MSTCL2012 Organise and plan own work in a home-based production environment

Modification History

Release 1. Supersedes and is equivalent to LMTCL2012B Organise and plan own work in a home-based production environment

Application

This unit of competency covers the skills and knowledge required to organise and plan own work in a home-based production environment.

The unit of competency applies to machine operations, such as sewing, where responsibility is taken for collection and despatch, quality and timely production and documentation.

Work is conducted according to defined procedures in a home-based or outside a factory environment.

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

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| 2 | Prepare to organise home-based production | 2.1 | Identify and contact relevant personnel in client organisation |
| | | 2.2 | Confirm drop-off and pick-up arrangements with relevant personnel |
| | | 2.3 | Identify timelines and work requirements, and confirm steps required to complete work with appropriate personnel |
| | | 2.4 | Confirm and interpret quality requirements of client organisation and assess work according to agreed steps and quality criteria |
| | | 2.5 | Check work against specifications and quality standards and take action to rectify work that is not according to requirements |
| | | | |
| 3 | Set up home-based workplace | 3.1 | Set up workbench and seating according to workplace procedures |
| | | 3.2 | Clean, check, set up and adjust machines according to standard home-based work practices and all specifications |
| | | 3.3 | Identify problems with machines and equipment and either fix or refer to maintenance personnel |
| | | 3.4 | Establish home-based work record system according to standard home-based work practice and relevant industrial award. |
| | | 3.5 | Keep records according to record system requirements. |

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

- Personnel in client organisation include one or more of the following:**
- production manager
 - pattern maker
 - delivery personnel
 - finance personnel
 - designer

Unit Mapping Information

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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 MSTCL2012 Organise and plan own work in a home-based production environment

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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
- clarifying and confirming drop-off and pick-up arrangements for work
- handling, receiving and assembling garments
- confirming and interpreting work specifications and quality requirements
- applying required quality procedures and required work steps
- organising home-based workplace and maintaining home-based machines and equipment
- establishing home-based work record system according to standard home-based work practice and relevant industrial award
- keeping records according to record system requirements.

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
- garment assembly processes
- operating procedures for sewing machines
- relevant personnel and requirements of client organisation
- characteristics of typical fabrics, threads and other materials used in garment production
- 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 organising and planning own work in a home-based environment, 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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