



Australian Government

MSTCL2014 Access and use information resources for clothing production operations

Release: 1

MSTCL2014 Access and use information resources for clothing production operations

Modification History

Release 1. Supersedes and is equivalent to LMTCL2017B Access and use information resources for clothing production operations

Application

This unit of competency covers the skills and knowledge required to access and use information resources for clothing production operations.

The unit of competency applies to the identifying and using relevant industry information that may be used to assist in carrying out clothing production work activities.

Work may be conducted 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	Identify and locate clothing production information resources	1.1	Identify information needs and confirm with appropriate personnel
		1.2	Identify and locate workplace information resources to assist in clothing production operations
		1.3	Seek direction from appropriate personnel, where required, in locating and obtaining information

		1.4	Check currency and authenticity of information resources
2	Access and interpret clothing production information	2.1	Use a range of reading techniques and simple search techniques to locate relevant information
		2.2	Interpret symbols, codes, legends, abbreviations and clothing production terminology
		2.3	Interpret working drawings to guide work
		2.4	Read, interpret and follow information on work specifications, standard operating procedures (SOPs), work instructions and other reference material
		2.5	Seek assistance to explain or clarify information, as required
		2.6	Note information and summarise, if necessary, for subsequent use
3	Use and store information resources	3.1	Use information resources to assist and improve clothing production operations
		3.2	Apply information to own work activities
		3.3	Store relevant information resources appropriately
		3.4	Update and maintain documentation to ensure it is current and easy to access

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

- Information resources include one or more of the following:**
- SOPs
 - safety procedures
 - job lists
 - manufacturer manuals
 - specifications
 - patterns
 - machine settings
 - Australian and International Standards
 - quality system documentation
 - customer requirements
 - workplace procedures and manuals
 - industry manuals
 - codes of practice
 - awards
 - legislation
 - plans
 - diagrams
 - log books
 - working drawings
 - hard and soft copy
 - key personnel, supervisors, trainers and colleagues

- Location of information**
- reference libraries

resources includes one or more of the following:

- workplace storage areas
- internet
- database records
- site supervisor
- manager or other personnel

Working drawings include the following:

- trade drawings
- accurate analytical drawings of garments that are detailed to show how the garment is constructed and finished
- sketches used by designers and patternmakers to inform production - part of specification sheets

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTCL2017B Access and use information resources for clothing production operations

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 MSTCL2014 Access and use information resources for clothing production operations

Modification History

Release 1. Supersedes and is equivalent to LMTCL2017B Access and use information resources for clothing production operations

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 standard
- locating and accessing at least three (3) different sources of information relevant to clothing production
- accessing at least five (5) different information resources and applying the information to own work
- interpreting clothing production terminology, symbols, codes, legend, abbreviations and data relevant to work requirements for at least two (2) different clothing production operations
- interpreting at least two (2) working drawings to guide work
- reading, interpreting and following information on work specifications, SOPs, work instructions for at least two (2) garments
- applying skimming and scanning reading techniques to locate required information
- seeking assistance and making notes if required
- storing, updating and maintaining relevant information resources and documentation to ensure it is current and easy to access.
-

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
- information resources available in the workplace relevant to work role
- range of formats that information can be presented
- organisation of information by classification and cataloguing systems
- simple search techniques:
 - using index, table of contents, numbering and classification systems
 - computer database search or look-up, questioning and cross referencing

- basic techniques to identify relevant information, including skimming and scanning, and identifying key words/ideas
- own work role and activities
- operating procedures for production machines or processes
- expertise of key personnel
- location of information resources
- quality standards and practices
- reading techniques
- 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 accessing and using information resources for clothing production, 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.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>