



Australian Government

MSTCL2018 Perform bundling, ticketing and labelling in TCF operations

Release: 1

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Modification History

Release 1. New unit

Application

This unit of competency covers the skills and knowledge required to uncomplicated bundle cut work, make tickets and labels and place tickets and labels on the cut work in production support role according to workplace procedures.

This unit of competency applies to bundling, ticketing and labelling operations in the textile, clothing and footwear (TCF) sector. Work is conducted according to defined procedures to meet workplace requirements.

Work may be conducted in a variety of environments, including operational workplace activities, restricted space and hazardous, controlled or exposed conditions.

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	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times

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| | | 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 | Bundle cut work | 2.1 | Receive and check components |
| | | 2.2 | Sort components according to size and shading |
| | | 2.3 | Assemble bundles in accordance with workplace procedures |
| 3 | Make labels and tickets | 3.1 | Determine size and care label details from work specifications and written instructions |
| | | 3.2 | Enter ticket/label information into ticket and label printing machine according to workplace procedures and manufacturer instructions |
| | | 3.3 | Print labels and check against work specifications |
| | | 3.4 | Report errors and take action in accordance with workplace procedures |
| 4 | Place labels on cut work | 4.1 | Access printed labels or tickets for the job |
| | | 4.2 | Check labels are ready and meet the job specifications and workplace quality requirements |
| | | 4.3 | Detect, report or correct errors in accordance with workplace procedures and specifications |
| | | 4.4 | Place tickets and labels in bundles with appropriate component parts or despatch to store, according to workplace procedures |
| | | 4.5 | Complete workplace 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

Ticketing and labelling includes the following:

- bundling
- making of tickets
- making of labels
- placing of tickets on cut work
- placing of labels on cut work

Equipment and tools include:

- ticket and labelling printing machine
- one or more of:
 - hand tools
 - pallet truck
 - hand trolleys

Unit Mapping Information

Release 1. New unit

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 MSTCL2018 Perform bundling, ticketing and labelling in TCF operations

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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
- interpreting and applying established workplace procedures
- checking and sorting component parts
- bundling work on at least two (2) occasions according to specifications
- using a ticket labelling machine on at least two (2) occasions in accordance with workplace procedures
- entering information accurately
- detecting errors in labels and tickets
- placing tickets and bundles accurately
- communicating appropriately with relevant personnel to deal with damaged or inferior products and resolve problems
- completing relevant documentation.
- carrying out work to defined procedures in a production support work roles
- making of tickets labels, and the placing of the tickets and labels on cut work, that requires the use of discretion, initiative and judgement within the defined procedures

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
- procedures and requirements for bundling, ticketing and labelling
- manual handling techniques
- operation of ticketing and labelling equipment
- quality standards and practices
- work health and safety (WHS) practices, including hazard identification and control measures
- 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 performing bundling, ticketing and labelling tasks to support TCF 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.

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