



Australian Government

MSTDC2007 Receive and sort articles for cleaning

Release: 1

MSTDC2007 Receive and sort articles for cleaning

Modification History

Release 1. Supersedes and is equivalent to LMTDC2007A Receive and sort articles for cleaning

Application

This unit of competency covers the skills and knowledge required to receive and sort articles, such as garments and linen, and ensure that no foreign object or contaminant is included.

This unit of competency applies to recording and classifying articles for dry cleaning or laundry purposes and may include garments, linen or other fabric products.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

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

Work should comply with Australian Standard *AS/NZS 4146:2000 Laundry practice*.

Pre-requisite Unit

Nil

Competency Field

Dry cleaning operations and laundry operations

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 | Receive and classify articles | 2.1 | Receive articles, record and identify according to industry procedures |
| | | 2.2 | Record any existing damage, missing components or other related detail |
| | | 2.3 | Interpret and apply product handling procedures and instructions |
| | | 2.4 | Identify articles to be processed from manufacturer labels and care labelling or workplace testing procedures |
| | | 2.5 | Classify articles according to their colour, care requirements and fabric type |
| | | 2.6 | Provide customer service and use related equipment for stock management and financial transaction processes, as required, according to workplace procedures |
| | | | |
| 3 | Prepare articles for cleaning | 3.1 | Identify, safely remove and dispose of foreign objects and lost property according to environmental protection, waste disposal, recycling and workplace procedures |
| | | 3.2 | Apply preparation procedures for the correct handling of articles |
| | | 3.3 | Note any special requirements and take these into account during the preparation |
| | | 3.4 | Transfer relevant information to appropriate people |
| | | 3.5 | Use machinery and equipment to prepare articles, including special requirements, and operate correctly |

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

Australian Standards include:

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

Articles for cleaning include one or more of the following:

- clothing, garments or fabric accessories
- kitchen linen
- hospitality linen
- other fabric products

Industry procedures include one or more of the following:

- receiving and sorting according to requirements in *AS/NZS 4146:2000 Laundry practice*
- handling procedures for hospital linen, heavily soiled or contaminated industrial items and other item requiring special care

Product handling procedures:

- handling of foreign objects
- dealing with lost property
- manual handling of garments
- processing of payments
- handling of damaged and missing components
- safety procedures, including the use of protective clothing

Machines and equipment include one or more of the

- towel unwinding machines
- tying machines

following:

- marking equipment
- overhead rail and bagging systems
- conveyor systems
- automatic bin counting systems
- stock management and financial transaction equipment

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTDC2007A Receive and sort articles for cleaning

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 MSTDC2007 Receive and sort articles for cleaning

Modification History

Release 1. Supersedes and is equivalent to LMTDC2007A Receive and sort articles for cleaning

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 and other reference material
- reading care labels and recognising colours, fabric types and fragility of fabrics to identify correct classification and care requirements
- preparing a range of articles and fabric types with different care needs for dry cleaning or laundering on at least two (2) occasions
- completing work systematically with attention to detail without damage to goods and equipment
- using related equipment and providing customer service and stock management and financial transaction processes according to workplace procedures, as required
- identifying, safely removing and disposing of foreign objects and lost property according to environmental protection, waste disposal, recycling and workplace procedures
- operating machinery and equipment to prepare articles, including special requirements
- maintaining accurate records
- complying with relevant federal and state or territory legislative or regulatory requirements.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- Australian Standards that govern dry cleaning and laundry operations
- range of processes available
- care and maintenance procedures for articles:
 - clothing, garments or fabric accessories
 - kitchen linen
 - hospitality linen
 - other fabric products
- customer service and cash handling procedures
- environmental aspects related to workplace operation and manual handling
- infection control procedures

- classifying processes
- fabric characteristics and care requirements
- quality practices
- workplace practices
- practices for recording and reporting
- *AS/NZS 4146:2000 Laundry practice.*

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 receiving and sorting articles for cleaning, 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>