



Australian Government

MSTFD4017 Source materials and resources for production of fashion designs

Release: 1

MSTFD4017 Source materials and resources for production of fashion designs

Modification History

Release 1. Supersedes and is equivalent to LMTFD4017B Source materials and resources for production of fashion designs

Application

This unit of competency cover the skills and knowledge required to source materials and resources to produce garments and accessories. It applies to locating and comparing required products and services from local and overseas suppliers/contractors.

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

Fashion design and technology

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 Determine job requirements from specifications, job sheets or work instructions

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|---|---------------------------------------|--|
| 2 | Prepare to source materials | <div>2.1 Identify and research all materials and resources required for production</div> <div>2.2 Use computer and web-based technologies to locate and communicate with fashion industry suppliers/contractors in Australia and overseas</div> <div>2.3 Identify materials and services available from different suppliers</div> <div>2.4 Compare costs and identify minimum order requirements</div> <div>2.5 Identify the role of shipping and customs agents, shipping costs and mechanisms for purchasing overseas and minimising costs</div> |
| | | |
| 3 | Research purchasing costs | <div>3.1 Identify and compare cost options of different suppliers/contractors</div> <div>3.2 Identify all costs, including hidden costs, for purchasing materials and resources from selected suppliers/contractors</div> <div>3.3 Identify costs of purchasing direct from overseas suppliers, contractors or manufacturers, and compare with purchasing from local suppliers</div> <div>3.4 Identify and apply appropriate communication practices and identify potential communication barriers</div> |
| | | |
| 4 | Finalise and review purchasing | <div>4.1 Compare sources against required specifications and select suppliers/contractors based on their ability to meet required specifications</div> <div>4.2 Place and monitor progress of orders, and check orders when they are received</div> <div>4.3 Prepare documentation and establish protocols for handling goods received</div> <div>4.4 Apply quality standards for goods and services used in fashion industry</div> |

- 4.5 Complete documentation and identify opportunities to improve processes

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 includes:

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

Materials and resources include the following:

- types of fabric
- suppliers/contractors specifications
- trims
- services required
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Fabric suppliers/contractors include one or more

- wholesalers
- importers
- mills

of the following:

- jobbers
- converters

Services include one or more of the following:

- patternmaking
- embroidery
- dyers
- knitting
- cut make trim
- pleaters

Cost options include the following:

- lead times
- payment requirements
- payment options
- suppliers' capacity to meet delivery requirements
- capacity to satisfy price and quality requirements
- shipping and freight

Specifications include the following:

- price
- quality
- quantity
- time requirements
- special features

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTFD4017B Source materials and resources for production of fashion designs

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 MSTFD4017 Source materials and resources for production of fashion designs

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Performance Evidence

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

- reading and following work instructions, standard operating procedures (SOPs) and safe work practices
- applying relevant standards
- using computer and web-based technologies to research at least three (3) domestic and three (3) overseas potential sources
- preparing a table or spreadsheet identifying all cost options, including hidden costs, for purchasing materials and resources from selected suppliers/contractors
- comparing purchasing direct from overseas suppliers, contractors or manufacturers with purchasing from local suppliers
- analysing performance characteristics and making judgements on preferred and less suitable purchase options
- selecting suppliers/contractors based on their ability to meet required specifications
- placing and monitoring progress of orders, preparing documentation, checking orders and establishing protocols for handling goods received
- communicating effectively with others in Australia and overseas
- completing and maintaining relevant documentation
- maintaining accurate records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- work instructions, SOPs and safe work practice
- Australian Standards for garment constructions
- information sources for materials, resources and suppliers
- cost options
- criteria for making cost comparisons
- workplace practices and procedures for purchasing and receiving
- sources for suppliers:
 - yellow pages
 - web
 - trade directories

- trade shows
- networking
- agents
- trade magazines
- quality practices
- characteristics of fabrics and materials
- hidden costs:
 - minimum order requirements
 - sample garments not being included in costing of bulk garments
 - wastage of fabric and materials
 - transport and delivery
 - time delay in client response or payment
 - tariffs/duties/taxes
 - quality
- international purchasing procedures
- communication strategies:
 - effective verbal and non-verbal communication
 - oral, written and visual communication
 - active listening
 - positive language
 - recognising and adapting to cultural differences
 - negotiation and conflict resolution skills
- communication barriers:
 - time zone/time of day differences
 - cultural differences
 - oral language skills
 - written language skills
 - differences in language
 - different work practices
- workplace practices
- fashion materials and resources
- 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 sourcing materials for fashion 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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