



Australian Government

MSTFP3003 Assemble shoe by hand

Release: 1

MSTFP3003 Assemble shoe by hand

Modification History

Release 1. Supersedes and is equivalent to LMTFP3003B Assemble shoe by hand

Application

This unit of competency covers the skills and knowledge required to assemble shoes by hand.

The unit of competency applies to the assembly of shoes using mainly hand processes, working largely independently and being accountable for own results, including planning, carrying out assigned tasks, coordinating processes, and setting and working to deadlines.

It covers the assembly of components according to specifications but does not include the preparation of components, such as cutting, lasting, and making sole or heel. If these skills are required, then appropriate units should also be selected.

It involves the use of operations involving operator dexterity and accuracy in regard to the positioning and guiding of work.

Work is most likely to be conducted in a small business situation on custom-made shoes, however, it may also be conducted in medium 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

MSTFP2001 Identify materials used in footwear production

Competency Field

Footwear 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 | 1.1 Follow standard operating procedures (SOPs) |
|------------------------|--|

	requirements	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	Prepare to assemble shoe by hand	2.1	Set up workstation and adjust tools, machines and equipment to suit construction process being used
		2.2	Make adjustments to machines to accommodate specific product requirements, according to workplace procedures
		2.3	Follow work ticket to collect and sort parts, including last, uppers, insoles, heels and soles
		2.4	Prepare and position parts and components appropriate to construction process
		2.5	Determine the sequencing of operations to meet job specifications and timeframes
3	Assemble the shoe	3.1	Position shoe components according to identified construction process
		3.2	Attach and assemble shoe components in correct sequence
		3.3	Slip shoe from last
		3.4	Finish off uppers, heels, edges and soles using appropriate hand and machine operations and materials
4	Conduct final quality check and despatch work	4.1	Conduct final quality check to ensure work complies with job specifications and workplace quality standards
		4.2	Make corrections to product as required to meet specifications
		4.3	Despatch work to next stage and maintain 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

Components include one or more of the following:

- soles
- shanks
- filler blocks
- uppers
- heels
- linings

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTFP3003B Assemble shoe by hand

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 MSTFP3003 Assemble shoe by hand

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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
- checking work against ticket information and workplace practices
- preparing workstation and work before commencing construction operations
- planning, sequencing and coordinating operations involved in assembly of shoe components according to required construction process and timeframe
- assembling at least five (5) pairs of shoes according to specifications
- carrying out all operations using machines and processes required for the assembly of shoe components
- making adjustments to machines to meet requirements and procedures
- checking product against standards
- applying workplace procedures
- maintaining accurate records.

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
- footwear production processes and machines requiring operator dexterity in handling and positioning of work
- materials used in assembling shoes, including adhesives, solvents and abrasives, and safety requirements of their use
- materials, stitch types, needle types and thread qualities
- sequence of operations in shoe assembly
- 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 assembling shoes by hand, 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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