



Australian Government

MSTFR2001 Assess and cost footwear repair job

Release: 1

MSTFR2001 Assess and cost footwear repair job

Modification History

Release 1. Supersedes and is equivalent to LMTFR2001A Assess and cost footwear repair job

Application

This unit of competency covers the skills and knowledge required to assess the shoe or product for repair, estimate materials, labour and time requirements, and establish costs for provision of services or products.

This unit of competency applies to the estimating and costing work required to repair shoes or other items. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures and outcomes.

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.

Pre-requisite Unit

Nil

Competency Field

Footwear repair

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

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|---|---|-----|---|
| 2 | Prepare to assess and cost repair | 2.1 | Examine and check footwear, including welts, insoles, sole edges, sole bottoms, upper edges and heels |
| | | 2.2 | Identify repair, design and finish requirements and confirm agreement with client to undertake work |
| | | 2.3 | Collect contact information and identify customer's preferred timeframe for work |
| | | | |
| 3 | Calculate footwear repair costs | 3.1 | Estimate types and quantities of materials required |
| | | 3.2 | Estimate time and labour necessary for the repair |
| | | 3.3 | Calculate costs of materials and labour |
| | | 3.4 | Calculate total job cost, including overheads and mark-up percentages |
| | | 3.5 | Calculate final cost to customer |
| | | | |
| 4 | Document details and advise customer | 4.1 | Document details of costs and charges and any special conditions |
| | | 4.2 | Verify costs, calculations or other details by other workplace where necessary |
| | | 4.3 | Prepare customer quotation and advise customer of repair requirements, costs and time required |
| | | 4.4 | Prepare work order ticket and job sheet according to workplace procedures |
| | | 4.5 | Document details for future reference |

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

Footwear repair costs include:

- type and quantities of materials
- type and amount of labour
- time required
- overheads
- percentage mark-up

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTR2001A Assess and cost footwear repair job

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 MSTFR2001 Assess and cost footwear repair job

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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 client requirements
- estimating type and quantities of material required
- determining the types and amount of labour required to complete the work
- estimating time required to complete the work
- documenting and communicating work-related information, including customer requirements, products, materials and labour required, costing calculations for products, materials and labour, and special conditions
- using calculators, computer programs, and other aids in the estimation and cost calculation processes
- applying workplace procedures
- maintaining 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
- range of products and services offered by the enterprise
- enterprise costing policies and procedures, including labour rates and product and material costs
- materials, work flow and repair processes
- technical information about products, materials, equipment and operating procedures
- general industry housekeeping policies and procedures
- operation of calculators, computer programs, and other aids in the estimation and cost calculation processes
- quality practices
- workplace procedures
- practices for recording and reporting.

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 assessing and costing footwear repair, 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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