



Australian Government

MSTGN2010 Perform tasks to support production

Release: 1

MSTGN2010 Perform tasks to support production

Modification History

Release 1. Supersedes and is equivalent to LMTGN2010B Perform tasks to support production

Application

This unit of competency covers the skills and knowledge required to perform tasks to support production.

The unit of competency applies to a range of manual tasks that support production processes and which are not covered by a specific unit of competency. Production support tasks include cleaning and housekeeping, assisting in loading, feeding and unloading transporting equipment, loading and unloading materials from machines, storing materials, and recording and documenting tasks.

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

This unit of competency is applicable to all sectors of the textiles, clothing and footwear (TCF) industry. Work is conducted according to defined procedures.

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

Generic

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.

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|---|----------------------|-----|---|
| 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	Perform general production-related duties and tasks	2.1	Clarify required duties and tasks with a supervisor or team member
		2.2	Organise required equipment and tools, and check to confirm good working condition
		2.3	Ask questions to confirm procedures and ensure own knowledge and skill is adequate to perform tasks
		2.4	Perform tasks to meet requirements and comply with record keeping and workplace procedures
3	Perform general cleaning duties	3.1	Clarify cleaning duties to establish requirements
		3.2	Determine, prepare and use appropriate cleaning equipment for specific tasks
		3.3	Implement procedures for handling, storage and disposal of cleaning liquids according to manufacturer specifications
		3.4	Assess cleaning against housekeeping requirements and complete required documentation
4	Assist in transfer or removal of materials or products	4.1	Confirm work requests, organise tasks and record according to specified procedures
		4.2	Provide assistance in transfer or removal of materials or products
		4.3	Use appropriate methods and manual handling techniques
		4.4	Handle materials and products to facilitate environmental protection, safe waste disposal, pollution

control and recycling

4.5 Complete required documentation

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
- Safe handling and disposal of chemicals as per site policies and MSDS

Australian Standards include:

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

Equipment and tools include, but are not limited to, one or more of the following:

- cleaning equipment
- chemicals and detergents
- use of hand tools
- pallet truck
- hand trolleys
- weighing equipment

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTGN2010B Perform tasks to support production

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 MSTGN2010 Perform tasks to support production

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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 and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- applying relevant standards
- safely using and disposing of chemical used in production
- interpreting and applying established workplace procedures
- preparing and organising required tools and equipment
- performing tasks to meet requirements and comply with record keeping and workplace procedures
- using correct manual handling techniques to provide assistance in transfer or removal of materials or products
- documenting and transferring information
- clarifying and checking task-related information
- carrying out work according to work health and safety (WHS) practices and facilitating environmental protection, safe waste disposal, pollution control and recycling.

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 cleaning and housekeeping
- use of relevant products and materials
- maintenance planning and workplace practices
- manual handling techniques
- manual tools and equipment
- procedures for handling, storage and disposal of cleaning chemicals
- quality standards and practices
- 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 tasks to support 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.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

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