



Australian Government

MSTGN3004 Supervise operations in a TCF enterprise

Release: 2

MSTGN3004 Supervise operations in a TCF enterprise

Modification History

Release 2. Supersedes and is Not equivalent to LMTGN3006B Take responsibility for visitors and new employees

Release 1. Supersedes and is equivalent to LMTGN3009B Supervise operations in a textiles, clothing and footwear enterprise

Application

This unit of competency covers the skills and knowledge required to supervise operations within a textiles, clothing and footwear (TCF) enterprise.

The unit of competency applies to a supervisory role within a TCF enterprise. This role requires extensive knowledge and experience in working with machines, equipment, materials and processes associated with the TCF operations.

This unit of competency is applicable to all sectors of the TCF industry.

Work may be self-directed and unsupervised.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. It may involve the supervision of a section of an enterprise, other personnel and/or technical processes.

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

Elements describe the essential outcomes.

1 Determine job

Performance criteria

Performance criteria describe the performance needed to demonstrate achievement of the element.

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	Identify scope of supervisory responsibility	2.1	Identify machine operations, staff, resources and operation processes within work area
		2.2	Determine production targets and identify maintenance requirements
		2.3	Identify scope and limitations of supervisory role
		2.4	Identify responsibilities to coordinate orientation activities for new staff and visitors
3	Provide technical support to operators	3.1	Identify operator roles and allocate personnel
		3.2	Monitor operator productivity and ability to conduct work effectively and safely
		3.3	Identify training needs and communicate with appropriate personnel
		3.4	Address technical problems raised by operators regarding machinery, product quality and operational safety
		3.5	Provide technical support to operators
4	Supervise team activity	4.1	Establish production standards with team members and monitor WHS compliance and workplace procedures
		4.2	Monitor and address work allocation requirements in order to maintain optimum production efficiency
		4.3	Use effective communication skills to communicate targets and procedures to appropriate personnel
		4.4	Monitor and support team communications and

			relationships
		4.5	Monitor and address movement of materials through operations and production output against targets, as necessary
5	Maintain communication	5.1	Liaise with downstream and upstream areas to ensure quality and efficiency of operations as required
		5.2	Keep management informed of progress and any issues which may affect operation outcomes
		5.3	Maintain ongoing liaison with management to guide operation targets
		5.4	Consult with maintenance staff and management to identify opportunities to minimise down time
6	Complete workplace documentation	6.1	Identify documentation procedures for each step of operations
		6.2	Monitor compliance with documentation requirements
		6.3	Complete enterprise 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

Australian Standards include:

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

Operation processes include, but are not limited to, the following:

- use of machines and equipment
- use of chemicals
- use of materials

Orientation activities include, but are not limited to, one or more of the following:

- organising introduction to staff
- organising introduction to workplace
- conducting tour of work areas or facilities
- explaining work processes
- completing documentation
- coaching or providing on-the-job training for job activities
- explaining implementation of safe work practices
- reporting back to appropriate personnel
- identifying hazards
- providing WHS briefing

Issues which may affect operation outcomes include, but are not limited to, one or more of the following:

- staffing
- machinery
- materials
- schedules
- maintenance requirements

Unit Mapping Information

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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 MSTGN3004 Supervise operations in a TCF enterprise

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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
- planning, scheduling and prioritising resources (machines, staff, materials and operation processes)
- clarifying and communicating tasks, roles and responsibilities
- allocating work for operators/team members
- addressing technical problems raised by operators regarding machinery, product quality and operational safety, and providing technical support to operators as required
- identifying and reporting problems with work flow
- maintaining ongoing liaison upstream and downstream and with management to guide operation targets
- monitoring and addressing work allocation requirements, movement of materials through operations and production output in order to maintain optimum production efficiency
- supervising and completing enterprise documentation for all stages of production, as required, and monitoring compliance with documentation requirements.
- identify and report on skills deficiency in operations

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
- production and workflow system in the workplace
- factors and constraints that impact on effective workflow
- ways of controlling factors and constraints
- efficient operation of machines and processes within area of supervision
- machinery maintenance requirements
- quality assurance standards and procedures

- quality standards and practices
- effective communication
- work health and safety (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 supervising operations in a textiles, clothing and footwear enterprise, 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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