



Australian Government

MSTGN3008 Receive and sort articles for cleaning

Release: 1

MSTGN3008 Receive and sort articles for cleaning

Modification History

Release 1. Supersedes MSTDC2007 Receive and sort articles for cleaning.

Application

This unit of competency describes the skills and knowledge required to receive, record and classify articles for cleaning purposes ensuring that no foreign object or contaminant is included. Articles may be garments, linen or other fabric products.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Generic

Elements and Performance Criteria

Elements <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Receive and classify articles	1.1 Determine job and safe work requirements from work information 1.2 Receive, record and identify articles according to industry procedures and technology in use 1.3 Accurately record any existing damage, missing components or other related detail 1.4 Interpret and apply product handling procedures and instructions 1.5 Identify articles to be processed from manufacturer labels and care labelling or workplace testing procedures 1.6 Classify articles according to their colour, care requirements and fabric type 1.7 Provide customer service and use related equipment for stock management and financial transaction processes in accordance with

Elements <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	workplace procedures
2. Prepare articles for cleaning	2.1 Identify, safely remove and dispose of foreign objects and lost property in accordance with environmental protection, waste disposal, recycling and workplace procedures 2.2 Apply preparation procedures for the correct handling of articles 2.3 Note any special requirements and take these into account during the preparation 2.4 Convey relevant information to appropriate staff about articles with special requirements 2.5 Correctly use machinery and equipment to prepare articles, including special requirements 2.6 Complete accurate workplace records to meet requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Reading skills to:
 - interpret work instructions, standard operating procedures (SOPs), specifications and key requirements of industry standards
 - interpret garment care labels to assist with classifying garments for cleaning
- Writing skills to record cleaning and special care requirements for garments or items
- Technology skills to operate radio frequency identification (RFID) equipment.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes MSTDC2007 Receive and sort articles for cleaning.

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 MSTGN3008 Receive and sort articles for cleaning

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- received and sorted at least 10 articles for dry cleaning or laundering, including articles of different fabric types and with different care needs, including:
 - operating machinery and equipment to prepare articles, including articles with special requirements
 - identifying, safely removing and disposing of foreign objects and lost property in accordance with workplace procedures
 - maintaining accurate records.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- key requirements of *Australian/New Zealand Standard™ AS/NZS 4146:2000 Laundry practice*
- industry standards for handling hospital linen, heavily soiled or contaminated industrial items and other articles requiring special care
- workplace procedures for:
 - customer service and cash handling
 - dealing with lost property
 - handling of damaged and missing components
 - handling of foreign objects
 - infection control
 - manual handling of garments
 - processing of payments
- care and maintenance procedures for articles to be cleaned:
 - clothing, garments or fabric accessories
 - hospitality linen
 - kitchen linen
 - any other fabric products typically received at the workplace
- equipment used for receipt, including:
 - automatic bin counting systems

- conveyor systems
- marking equipment
- overhead rail and bagging systems
- radio frequency identification (RFID) systems
- stock management.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - a dry cleaning or laundry environment set up with receipt and sorting equipment and related standard operating procedures (SOPs)
 - articles to be cleaned for receipt and sorting.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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