



Australian Government

MSTGN3015 Supervise operations in a TCF enterprise

Release: 1

MSTGN3015 Supervise operations in a TCF enterprise

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN3004 Supervise operations in a TCF enterprise.

Application

This unit of competency describes the skills and knowledge required to supervise operations within a textiles, clothing and footwear (TCF) enterprise. It requires extensive knowledge and experience in working with machines, equipment, materials and processes associated with the TCF operations.

This unit applies to all sectors of the TCF industry.

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 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. Identify scope of supervisory responsibility	1.1 Determine job and safe work requirements from work information 1.2 Identify machine operations, staff, resources and operation processes within work area 1.3 Determine production targets and identify maintenance requirements 1.4 Identify scope and limitations of supervisory role 1.5 Identify responsibilities to coordinate orientation activities for new staff and visitors
2. Provide technical	2.1 Identify operator roles and allocate personnel

Elements <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
support to operators	2.2 Monitor operator productivity and ability to conduct work effectively and safely 2.3 Identify training needs and communicate with appropriate personnel 2.4 Address technical problems raised by operators regarding machinery, product quality and operational safety 2.5 Provide technical support to operators according to their needs
3. Supervise team activity	3.1 Establish production standards with team members and monitor compliance with workplace procedures and work health and safety requirements 3.2 Monitor and address work allocation requirements to maintain optimum production efficiency 3.3 Use effective communication skills to communicate targets and procedures to appropriate personnel 3.4 Monitor and support team communications and relationships 3.5 Monitor and address movement of materials through operations and production output against targets according to production requirements
4. Maintain communication with operators and management	4.1 Identify and liaise with downstream and upstream areas to ensure quality and efficiency of operations based on production requirements 4.2 Keep management informed of progress and any issues which may affect operation outcomes 4.3 Maintain ongoing liaison with management to guide operation targets 4.4 Consult with maintenance staff and management to identify opportunities to minimise down time
5. Complete workplace documentation	5.1 Identify documentation procedures for each step of operations 5.2 Monitor compliance with documented requirements 5.3 Complete records and reports in accordance with workplace requirements

Foundation Skills

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

- Reading skills to interpret technical guidance material, standard operating procedures (SOPs), product specifications and key requirements of industry standards
- Problem solving skills to identify and rectify technical difficulties.

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

Unit Mapping Information

Release 1. Supersedes **and is equivalent to** MSTGN3004 Supervise operations in a TCF enterprise.

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 MSTGN3015 Supervise operations in a TCF enterprise

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN3004 Supervise operations in a TCF enterprise.

Performance Evidence

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

- Supervised the operations of 2 different processes within a TCF enterprise, including:
 - planning, scheduling and prioritising resources (machines, staff, materials and operation processes)
 - clarifying tasks, roles and responsibilities for staff
 - addressing technical problems raised by operators regarding machinery, product quality and operational safety
 - completing enterprise documentation for all stages of production.

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 Standards, industry regulations and codes of practice, relevant to the industry sector (such as *Australian/New Zealand Standard™ AS/NZS 4146:2000 Laundry practice*, applicable to a laundry workplace)
- production and work flow system in the workplace
- factors and constraints that negatively impact on effective work flow and how they can be controlled
- cost-effective work methods to achieve production objectives and timelines
- methods for monitoring and controlling the use of resources
- quality standards and practices relevant to product
- effective communication strategies
- workplace recording and reporting practices.

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 TCF production environment set up with relevant standard operating procedures (SOPs), safety information and equipment
- access to operators, maintenance staff and management.

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

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