



Australian Government

MSTGN3024 Establish own workspace and systems for home-based production

Release: 1

MSTGN3024 Establish own workspace and systems for home-based production

Modification History

Release 1. Unit code Title and Application changed. Unit and Assessment Requirements reworked to focus only on the specific issues related to home-based work rather than content which is already covered in other units. Supersedes and is not equivalent to MSTCL2012 Organise and plan own work in a home-based production environment.

Application

This unit describes the skills and knowledge required to set up a home-based production workspace and establish processes for home-based work such as work pick-up and delivery logistics, administrative and quality requirements.

This unit applies to individuals completing production work on behalf of an employing organisation in the textiles, clothing and footwear industries at residential premises or at other locations that would not conventionally be regarded as business premises. They take responsibility for the organisation their own work and workspace within the parameters of systems set up by the employing organisation.

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

Competency Field

Generic

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Set up home-based production workspace	1.1 Identify resources required for home-based production 1.2 Set up physical resources in accordance with work health and safety requirements and equipment manufacturer instructions 1.3 Record and provide information about home-based production workspace to employing organisation in accordance with organisation requirements
2. Establish work processes and agreements for	2.1 Identify relevant personnel in employing organisation 2.2 Liaise with relevant personnel and establish processes for communicating production timelines, work specifications and quality

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
home-based production	requirements 2.3 Confirm logistical requirements for receiving and delivering work 2.4 Identify organisation requirements for recordkeeping and establish home-based record system that supports those requirements 2.5 Agree rate of payment for work in accordance with relevant standards or industrial awards 2.6 Ensure all agreements for work processes and payments are accurately documented

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.

- Reading skills to interpret equipment manufacturer instructions and work specifications
- Oral communication skills to liaise with others on practical operational matters
- Numeracy skills to make basic calculations about work payment rates and interpret machine set up instructions involving numbers.

Unit Mapping Information

No equivalent unit.

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 MSTGN3024 Establish own workspace and systems for home-based production

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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 demonstrated the ability to:

- set up one home-based production workspace in accordance with work health and safety requirements, and established arrangements and systems for each of the following:
 - rates of payment
 - communicating about production timelines and quality requirements
 - work pick up and delivery
 - recordkeeping.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- types of resources needed for home-based production:
 - production machinery and consumables
 - seating
 - work benches
 - communications technology
 - items for administration and recordkeeping
- work health and safety requirements for home-based production:
 - set up procedures for the type of equipment being used
 - potential hazards in a home-based workspace and how to minimise these
 - types of information that may need to be provided to employing organisation
- types of personnel in employing organisations who coordinate home-based production work
- work processes that need to be established for home-based production:
 - communication protocols between home-based workers and employing organisation
 - production timelines
 - quality requirements
 - logistics for work delivery and pick up

- recordkeeping
- rates of payment
- aspects of industrial awards and other industry information for homeworkers that impacts home-based production work.

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:
 - an area in which to set up a production workspace
 - physical resources required for the type of production

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

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