



**Australian Government**

# **MSTGN5007 Prepare procedures and specifications for TCF operations**

**Release: 1**

# MSTGN5007 Prepare procedures and specifications for TCF operations

## Modification History

Release 1. Supersedes and is equivalent to LMTGN5007A Prepare procedures and specifications for textiles, clothing and footwear operations

## Application

This unit of competency covers the skills and knowledge required to prepare and confirm workplace procedures for use in a textiles, clothing and footwear (TCF) workplace.

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

The unit of competency applies to preparing and confirming workplace procedures and manuals in a TCF production workplace where judgement may be required in planning and selecting appropriate processes or procedures for self and others. Work may be conducted in a large scale production or small business situation in any TCF sector.

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.

|   |                                   |     |                                                                             |
|---|-----------------------------------|-----|-----------------------------------------------------------------------------|
| 1 | <b>Determine job requirements</b> | 1.1 | Follow standard operating procedures (SOPs)                                 |
|   |                                   | 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 | <b>Plan to prepare procedures and specifications for TCF operations</b>            | 2.1 | Identify and assemble information required for SOPs for the TCF operation                                                                  |
|   |                                                                                    | 2.2 | Establish and confirm specification requirements and format and interpret TCF formulas and terminology                                     |
|   |                                                                                    | 2.3 | Analyse information needs of audience or team members                                                                                      |
| 3 | <b>Prepare specifications</b>                                                      | 3.1 | Write specifications in an appropriate format for the TCF operation to ensure requirements can be met                                      |
|   |                                                                                    | 3.2 | Incorporate special requirements into the specifications                                                                                   |
|   |                                                                                    | 3.3 | Write specifications in a manner that is clear and understood in the workplace                                                             |
| 4 | <b>Prepare SOPs or manuals</b>                                                     | 4.1 | Collect, review and interpret information needed to establish the operating procedures or manual is in accordance with WHS procedures      |
|   |                                                                                    | 4.2 | Prepare documentation to formalise processes for achieving the enterprise objectives                                                       |
|   |                                                                                    | 4.3 | Assign or delegate responsibility for all updates and changes to the procedures or manuals                                                 |
| 5 | <b>Review procedures and specifications against standards and maintain records</b> | 5.1 | Monitor compliance with the procedures and specification requirements in relation to the required application                              |
|   |                                                                                    | 5.2 | Assess, report and act on results according to workplace procedures                                                                        |
|   |                                                                                    | 5.3 | Maintain records of procedures and specifications and prepare associated reports, where necessary, in accordance with workplace procedures |
|   |                                                                                    | 5.4 | Make presentations on production performance and developments at management meetings                                                       |

## 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

**Preparation specifications include, but are not limited to, the following:**

- assembling information and confirming requirements
- documentation preparation
- review of procedures
- consultation with other personnel, equipment/machine suppliers and customers

**Procedures and specifications include, but are not limited to, one or more of the following:**

- enterprise or client standards
- established processes
- industry standards
- workplace regulations

- work practices

## Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTGN5007A Prepare procedures and specifications for textiles, clothing and footwear operations

## 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 MSTGN5007 Prepare procedures and specifications for TCF operations

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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
- assembling information and specification requirements
- interpreting and analysing information for use in procedures or manuals
- writing procedures and specifications with respect to customer or workplace needs on at least two (2) occasions
- confirming accuracy and appropriateness of prepared procedures or manuals
- ensuring work health and safety (WHS) policies and statutory regulations are appropriately addressed in procedures or manuals
- delegating responsibility for maintaining document accuracy
- reviewing effectiveness of procedures and specifications against standards
- presenting reports on production performance and developments to management, as required
- maintaining accurate records.

## 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
- specific TCF production operations, technology and skills
- enterprise systems and requirements
- industry standards, regulations and terminology
- WHS and environmental aspects of production processes
- standards for job instructions, specifications, SOPs, patterns, charts and tickets
- order forms and other applicable reference material
- workplace policies/procedures and reporting processes
- relevant WHS legislation and codes of practice
- reporting or recording processes
- relevant regulatory requirements and codes of practice

- hazard identification and control measures associated with preparing procedures and specifications.

## 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 preparing procedures and specifications for textiles, clothing and footwear operations, 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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