



Australian Government

MSTLA2007 Finish products for despatch

Release: 1

MSTLA2007 Finish products for despatch

Modification History

Release 1. Supersedes and is equivalent to LMTLA2007A Finish products for despatch

Application

This unit of competency covers the skills and knowledge required to operate finishing equipment, inspect products and fold and prepare finished products for despatch.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Laundry operations

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	Determine job requirements	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	Operate finishing	2.1	Perform laundry operating procedures and monitor

	equipment	operations
		2.2 interpret production schedules and work load priorities
		2.3 Classify product and sort according to finishing and rework requirements
		2.4 Prepare products for finishing in accordance with product requirements
		2.5 Feed product into finishing equipment manually or by using proper aids
		2.6 Monitor machines and adjust in accordance with specified workplace procedures and consistent with operators' skill level
		2.7 Identify and report operating faults
3	Inspect products	3.1 Identify products that do not meet quality standards and reject or return for rework
		3.2 Identify damaged or torn products for repair or return
		3.3 Rewash, repair or deposit condemned product in appropriate container
		3.4 Complete records
4	Prepare finished products for despatch	4.1 Check storage equipment
		4.2 Fold and pack product to meet workplace requirements
		4.3 Classify products and store products for distribution in allocated area
		4.4 Maintain finished product records

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

Finishing equipment includes one or more of the following:

- roller or chest ironer
- towel folder or team folder
- tunnel finishers or steam tunnel
- stacker or feeder
- trouser topper
- trouser legger
- dolly
- puffer
- dry press
- hand iron
- hot head press
- coat press
- feeding equipment
- single or multi roller iron

Laundry operating procedures include the

- manual handling techniques
- machine operation

following:

- procedure for coding and rewash
- reporting procedures for faults and safety checks
- classification of products (code, number, tying, wrapping and customer)
- machines manual over-riding technology application
- identification of faults
- manual handling for loading and unloading machines
- safe use of machines
- quality control 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 MSTLA2007 Finish products for despatch

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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 and other reference material
- applying relevant standards
- interpreting production schedules and work load priorities
- classifying and sorting product
- applying workplace and laundry operating procedures
- operating at least 2 types of finishing equipment relevant to work role on at least two (2) occasions
- inspecting product to meet quality requirements
- finishing and folding product
- 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
- machine operation, program selection and monitoring procedures
- level of operator responsibility for equipment maintenance and monitoring
- work health and safety (WHS) and environmental aspects related to workplace and machine and equipment operation and manual handling, including consumable or hazardous materials
- workplace procedures
- laundry operating procedures
- practices for recording and reporting.

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 finishing products for despatch, 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.

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