



Australian Government

MSTLG2003 Perform table work

Release: 1

MSTLG2003 Perform table work

Modification History

Release 1. Supersedes and is equivalent to LMTLG2003A Perform table work

Application

This unit of competency covers the skills and knowledge required to assemble leather components and products using largely manual table production processes.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within industry codes, standards and 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

Leather production

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	Prepare work pieces	2.1	Receive and check work bundle and assess any follow-up action
		2.2	Assess quality of received component parts
		2.3	Lay out work pieces in the correct sequence in accordance with specifications
3	Prepare workstation	3.1	Position self to achieve operator comfort and to minimise fatigue
		3.2	Clean and check tools in accordance with SOPs
		3.3	Keep records in accordance with procedures
4	Carry out bench work activities	4.1	Perform folding and turning operations to specifications
		4.2	Join parts, panels and pieces, as required
		4.3	Use adhesives to achieve specifications
		4.4	Perform other table work operations, including punching, riveting and the application of studs, according to style and to achieve quality requirements, as required
5	Finish work	5.1	Perform finishing operations to specifications
		5.2	Check finished product against specifications
		5.3	Report faults and return product for rework or repair in accordance with workplace procedures and quality measures
6	Despatch completed work	6.1	Bundle, stock, store or despatch component and products
		6.2	Record production faults, as required
		6.3	Complete 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: | <ul style="list-style-type: none">• requirements prescribed by legislation, industry codes and standards, 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: | <ul style="list-style-type: none">• the relevant industry or Australian Standards that are current at the time this unit is being undertaken |
| Tools include one or more of the following: | <ul style="list-style-type: none">• leather scissors• leather marker• beating hammer• turning bone |
| Operations include one or more of the following: | <ul style="list-style-type: none">• simple folding• beading and joining where straight work is produced• attachments to components:<ul style="list-style-type: none">• side fittings and rivets• insertion of accessories• trimmings• fault marking• applying adhesives |

- other bench work operations at the preparatory or finishing stage

Finishing operations include one or more of the following:

- clipping
- sorting
- spotting
- attaching labels

WHS practices

WHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and include one or more of the following:

- manual handling techniques
- PPE
- safe materials handling
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- other WHS practices relevant to the job and enterprise

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTLG2003A Perform table work

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 MSTLG2003 Perform table work

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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, industry codes and standards
- checking work against ticket information and workplace standards
- preparing workstation and work prior to commencing operations
- carry out bench work activities to fabricate leather products to specifications for at least ten (10) items
- using a range of table-based operations and finishing processes according to style and quality requirements
- checking finished product against specifications, reporting faults and returning product for rework or repair
- despatching completed work and 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)
- manual assembly processes for leather goods
- table operations:
 - simple folding
 - beading and joining where straight work is produced
 - attachments to components:
 - side fittings and rivets
 - insertion of accessories
 - trimmings
 - fault marking
 - applying adhesives
 - other bench work operations at the preparatory or finishing stage
- finishing operations:
 - clipping
 - sorting
 - spotting
 - attaching labels

- characteristics of leathers, fabrics and other materials used in leather goods production
- quality standards and leather handling procedures
- work health and safety (WHS) and environmental aspects of relevant production and assembly processes
- relevant federal and state or territory legislative or regulatory requirements
- recording and reporting procedures.

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 performing table work, 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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