



Australian Government

MSTMF4001 Select and adjust prefabricated footwear-related orthoses

Release: 1

MSTMF4001 Select and adjust prefabricated footwear-related orthoses

Modification History

Release 1. Supersedes and is equivalent to LMTMF4001A Select and adjust pre-fabricated footwear-related orthoses

Application

This unit of competency covers the skills and knowledge required to select and adjust prefabricated footwear-related orthoses.

The unit of competency applies to activities associated with selecting and adjusting prefabricated footwear-related orthotics. Work is generally conducted in a small business situation. Work role may include that of sole practitioner or working directly with medical grade footwear practitioners.

Footwear-related orthotic devices concerned with correcting the foot problem are limited to drop foot splints, ankle or foot orthoses (AFO), ankle braces, and so on. Certain specific construction tasks associated with the fabrication may be delegated to other people, such as footwear technicians or skilled tradespeople.

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

Pre-requisite Unit

Nil

Competency Field

Medical grade footwear

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 **Clarify assessments and prescriptions**

1.1 Review assessments and prescriptions to confirm that all required information has been provided prior to selection and modification of prefabricated orthoses

		1.2	Consult other parties, if necessary, to clarify or provide additional information
2	Determine resources required to modify orthoses	2.1	Confirm availability of materials and equipment to modify stock and prefabricated orthoses
		2.2	Assess characteristics of prefabricated orthoses against specifications
		2.3	Select materials to modify existing orthoses to match design requirements
		2.4	Obtain and clarify instructions and requirements for prefabricated orthoses
		2.5	Taking accurate measurements
		2.6	Identify and confirm costs and timelines
3	Select orthoses	3.1	Select appropriate tools and techniques needed to adjust orthoses to ensure achievement of design
		3.2	Select existing orthoses for repeat client if only minor design changes are required
		3.3	Adjust orthoses to accommodate client foot shape, alignment and specific footwear designs
		3.4	Check shapes of orthoses to assess effect on footwear and function
4	Adjust and finish orthoses	4.1	Review orthoses, match against footwear and make adjustments, as required
		4.2	Finish off orthoses to meet established quality standards
		4.3	Communicate and interact effectively with clients, component suppliers and in the workplace
		4.4	Determine modifications required to the shoe to allow for orthoses, as required
		4.5	Maintain client files and complete administrative tasks

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.

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|---|---|
| Workplace procedures include one or more of the following: | <ul style="list-style-type: none">• requirements prescribed by legislation, awards, agreements and conditions of employment• standard operating procedures (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 |
| Materials include one or more of the following: | <ul style="list-style-type: none">• metals• thermoplastic• thermoset• leather• appropriate textiles• interfaces• appropriate padding• reinforcement• soling and related materials• fastening or closing devices and other specific items such as adhesives |

Tools and techniques include one or more of the following:

- hand and machine tools
- cam
- mechanical duplicators
- pour techniques
- a variety of combinations
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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
- SOPs
- personal protective equipment (PPE)
- safe materials handling
- taking of rest breaks
- 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 LMTMF4001A Select and adjust pre-fabricated footwear-related orthoses

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 MSTMF4001 Select and adjust prefabricated footwear-related orthoses

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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
- reviewing client specifications and measurements
- obtaining and clarifying instructions and requirements for prefabricated orthoses
- assessing characteristics of prefabricated orthoses against specifications
- adjusting orthotics and determining modifications required to the shoe to meet specifications and quality standards on at least three (3) occasions
- identifying special construction details and constraints
- taking accurate measurements
- identifying and confirming costs and timelines
- communicating and interacting effectively with clients, component suppliers and in the workplace
- applying work health and safety (WHS) policies in work operations
- maintaining client files and 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
- the elements and principles of medical grade orthotic and footwear design and how they can be used to meet specified requirements
- applied biomechanical, kinesiology and pathology of the foot, the variables in, and effects of, physical force systems (orthoses and footwear) on the body range and characteristics of prefabricated orthotic devices
- footwear construction and standards, terminology, diagnostic and definitive constructions, modification processes, materials and tools and equipment used
- WHS and environmental aspects of relevant workplace activities
- relevant WHS legislation, regulatory requirements, copyright obligations and codes of practice

- WHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices.

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 selecting and adjusting prefabricated footwear-related orthoses, 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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