



Australian Government

MSTML4003 Present and display millinery

Release: 1

MSTML4003 Present and display millinery

Modification History

Release 1. Supersedes and is equivalent to LMTML4003A Present and display millinery

Application

This unit of competency covers the skills and knowledge required to prepare and display millinery with consideration to display techniques, lighting, layout and cataloguing.

This unit of competency applies to identifying presentation objectives, and planning and organising displays using a range of presentation tools and techniques.

Work requires individuals to demonstrate discretion, judgement and problem-solving skills in the presentation and display of millinery items.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

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

Pre-requisite Unit

Nil

Competency Field

Millinery

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

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|---|---|-----|---|
| 2 | Prepare to present and display millinery | 2.1 | Confirm presentation requirements |
| | | 2.2 | Develop plan to meet presentation requirements |
| | | 2.3 | Select headwear to meet presentation objectives and finish to presentation standard |
| | | 2.4 | Make adjustments to headwear, as required, for presentation |
| | | 2.5 | Arrange suitable storage or delivery of headwear |
| | | | |
| 3 | Arrange presentation | 3.1 | Design overall presentation and effect |
| | | 3.2 | Determine display and lighting requirements |
| | | 3.3 | Select and prepare layout tools and equipment |
| | | 3.4 | Prepare layout and presentation to display hats and achieve desired effect |
| | | 3.5 | Prepare presentation to comply with quality standards and workplace procedures |
| | | | |
| 4 | Catalogue headwear | 4.1 | Identify method of cataloguing |
| | | 4.2 | Prepare labels for individual hats |
| | | 4.3 | Prepare a catalogue of the millinery presentation |
| | | 4.4 | Document the process and maintain documentation |

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 includes one or more of the following:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- SOPs
- work instructions
- PPE
- 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

Presentation requirements include:

- clarifying audience and objectives of presentation
- identifying presentation facilities and equipment
- identifying type of presentation
- identifying presentation conditions
- confirming available resources

Display requirements include:

- designing placement and display of headwear presentation
- preparing display models for individual hats
- selecting display techniques for individual hats
- identifying additional prop requirements

Lighting requirements include one or more of the following:

- obtaining lighting equipment and operators
- selecting suitable lighting techniques to meet presentation objectives
- selecting lighting techniques appropriate for presentation type and conditions
- selecting lighting techniques appropriate for individual hat displayed
- checking power sources
- obtaining lighting equipment

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTML4003A Present and display millinery

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 MSTML4003 Present and display millinery

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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
- developing plans for millinery presentations
- preparing hats and display items
- arranging suitable storage or delivery of headwear
- selecting headwear to meet presentation objectives, making adjustments to headwear, as required, and finishing to presentation standard
- arranging suitable storage or delivery of headwear
- selecting and preparing display and lighting techniques, layout tools and equipment to display hats and achieve desired effect
- preparing a presentation of millinery items to demonstrate at least seven (7) different designs, and comply with quality standards and workplace procedures
- identifying method of cataloguing, preparing labels for individual hats and preparing a catalogue of the millinery presentation
- documenting the process 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)
- millinery policies, standards and guidelines, industry codes of practice, legislative and regulatory requirements
- industry, workplace and product processes and equipment in displaying hats and headwear
- cataloguing requirements in presenting millinery
- a range of lighting, layout and display techniques
- different types of presentations
- design techniques
- historical context of fashion style to be presented
- 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 presenting and displaying millinery, 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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