



Australian Government

Assessment Requirements for MSTML4004 Manage millinery procurement and cost millinery products

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to LMT ML4004A Manage millinery procurement and cost millinery products

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
- conducting and recording stock-take of supplies
- identifying and recording millinery requirements
- assessing and comparing suppliers on price, reliability, efficiency and product quality of desired products
- negotiating price with suitable suppliers and clients and purchasing required items according to organisational procedures
- making preliminary price estimates on at least two (2) products to be made
- calculating costs of millinery raw materials, labour and additional expenses incurred in production of at least two (2) items, according to workplace procedures and government taxation regulations
- calculating sale prices of items
- maintaining financial records
- assessing supplier efficiency and product quality
- documenting procurement transactions, procurement and business expenses, invoicing and client sales
- 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 production processes
- a range of textiles and materials used in millinery items
- local, national and international industry suppliers
- procurement practices, including:
 - millinery pricing
 - information required for procurement transactions

- labour charges
- business pricing principles
- product alternatives
- lead time on orders
- quality practices
- workplace procedures
- 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 managing millinery procurement and costing, 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.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>