



Australian Government

MSTML4004 Manage millinery procurement and cost millinery products

Release: 1

MSTML4004 Manage millinery procurement and cost millinery products

Modification History

Release 1. Supersedes and is equivalent to LMTML4004A Manage millinery procurement and cost millinery products

Application

This unit of competency covers the skills and knowledge required to locate and procure materials from millinery supply chains or alternative sources, estimate preliminary pricing and calculate sale price of completed items.

This unit of competency encompasses broad knowledge of materials used in producing millinery items and research and documentation skills. 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 procure and cost millinery items | 2.1 | Administer stock-take to assess current and future millinery supply needs |
| | | 2.2 | Identify quantity and special features of millinery supplies |
| | | 2.3 | Document millinery supply requirements |
| | | 2.4 | Note special orders and timing requirements from specification sheets |
| | | | |
| 3 | Identify millinery supply resources and estimate price | 3.1 | Identify required millinery supply resources |
| | | 3.2 | Establish relationships with millinery suppliers and other relevant businesses to facilitate the procurement of millinery supplies |
| | | 3.3 | Document details of procurement suppliers and characteristics |
| | | 3.4 | Make initial price estimation on millinery orders and advise client |
| | | 3.5 | Document estimated price |
| | | | |
| 4 | Procure millinery supplies | 4.1 | Arrange procurement of common and uncommon use items with consideration to price efficiency, delivery reliability and suitability for desired outcome |
| | | 4.2 | Prepare documents and process to procure millinery supplies in accordance with workplace procedures |
| | | 4.3 | Document pricing |
| | | 4.4 | Manage payment of millinery suppliers according to workplace procedures |
| | | | |
| 5 | Calculate sale price and manage | 5.1 | Calculate costs of millinery raw materials, labour and additional expenses incurred in production of the item, according to workplace procedures and government |

financial records

taxation regulations

- 5.2 Calculate total price and prepare client invoice according to workplace procedures and government taxation regulations
- 5.3 Document procurement and business expenses
- 5.4 Document invoicing and client sales
- 5.5 Document financial transactions, process and manage according to workplace procedures and government taxation regulations

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
- 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

Millinery suppliers include one or more of the following:

- local millinery suppliers
- national millinery suppliers
- international millinery suppliers

- online auctions for millinery suppliers
- web based millinery suppliers
- suppliers for uncommonly used millinery items
- researching and identifying alternatives for unavailable or high price millinery items
- suppliers of items for specific orders to meet the timing and material needs of the client

Initial price estimation includes:

- using construction design specifications to identify raw materials required
- using supplier documentation to estimate pricing on raw materials
- using workplace procedure and personal experience to estimate labour requirements
- identifying additional expenses incurred in producing the item
- determining government taxation requirements
- providing initial price estimation, which reflects total estimated price for specific order, to the client

Procurement practices include, but are not limited to, the following:

- millinery pricing
- information required for procurement transactions
- labour charges
- business pricing principles
- product alternatives
- lead time on orders

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTML4004A Manage millinery procurement and cost millinery products

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 MSTML4004 Manage millinery procurement and cost millinery products

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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
- 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.

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