



Australian Government

Assessment Requirements for MSTML4005 Undertake initial millinery consultation, subsequent fittings and finishing

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to LMTML4005A Undertake initial millinery consultation, subsequent fittings and finishing

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
- establishing client needs and expectations and obtaining agreement to continue with millinery service
- conducting at least two (2) initial millinery consultations, using props and demonstration to help interpret and clarify client needs and expectations
- using total look styling concepts to assess client profile, make recommendations, provide style options and negotiate to reach agreement with client
- selecting appropriate materials and styles, patterns and sketches to make recommendations to client
- confirming order according to workplace procedures and arranging fittings, timelines and payment
- apply sizing systems and principles to head measurements
- using professional judgement, discretion, problem solving and interpersonal skills to discuss construction progress with client
- fitting headwear, seeking feedback and negotiating adjustments and modifications to the design on at least two (2) occasions
- finishing headwear according to workplace standards and client requirements on at least two (2) occasions
- presenting completed item to client
- recording product and client details according to workplace procedures
- 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

- a range of textiles and materials, including their composition and the stretch quality of fabrics
- millinery production tools and equipment
- millinery pricing
- information required for complete consultation
- style options, fashion trends and total look concepts
- protocol regarding headwear and dress style for specific occasions
- sizing systems and principles for head measurements
- millinery manufacture techniques
- agreement requirements with client:
 - millinery style
 - materials
 - features
 - costs
 - timeframe
- finishing techniques:
 - brushing
 - steaming
 - pressing
 - attaching elastic
 - labelling
 - adjusting the positioning of trims
- body language
- documentation and transfer of information
- 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 millinery consultation, fitting and finishing, 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>