



**Australian Government**

# **MSTTF3001 Identify client and site requirements for installation of fabricated textile products**

**Release: 1**

# MSTTF3001 Identify client and site requirements for installation of fabricated textile products

## Modification History

Release 1. Supersedes and is equivalent to LMTTF3001A Identify client requirements (on site)

## Application

This unit of competency covers the skills and knowledge required to establish and document client and site requirements for the installation of fabricated textile products.

The unit includes identifying client requirements and WHS and environmental issues from site inspection, using discretion, initiative and judgement on the job. Work may be conducted in a variety of environments, such as large to small scale enterprises, including indoor or outdoor operations.

All elements of this unit of competency are performed under the general guidance and review of a supervisor.

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

## Pre-requisite Unit

Nil

## Competency Field

Textile fabrication

## 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 | <b>Prepare to identify client's requirements on site</b> | 1.1 | Prepare inspection tools and equipment and arrange for visit on site                |
|   |                                                          | 1.2 | Establish contact and apply communication skills to develop rapport with the client |
|   |                                                          | 1.3 | Provide personal identification and confirm purpose of                              |

|   |                                                |                                                                                                                                                                      |
|---|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                | visit                                                                                                                                                                |
|   |                                                | 1.4 Explain process for determining client's needs                                                                                                                   |
|   |                                                | 1.5 Obtain permission to inspect location, take measurements and gather relevant information                                                                         |
| 2 | <b>Obtain detailed information from client</b> | 2.1 Use appropriate questioning techniques to identify client requirements and gather detailed information                                                           |
|   |                                                | 2.2 Present preliminary product information and discuss options with client                                                                                          |
|   |                                                | 2.3 Document client requirements                                                                                                                                     |
| 3 | <b>Conduct site inspection</b>                 | 3.1 Arrange and adapt to work area, so that inspection can be conducted safely and efficiently                                                                       |
|   |                                                | 3.2 Select ladders, steps or bosun's chair, as appropriate, to inspect site and take measurements, and use in accordance with work health and safety (WHS) practices |
|   |                                                | 3.3 Secure and adequately support ladder or other device                                                                                                             |
|   |                                                | 3.4 Erect appropriate barriers and signs when operator is overhead                                                                                                   |
|   |                                                | 3.5 Seek assistance, as necessary, when working above ground or deck                                                                                                 |
|   |                                                | 3.6 Identify safe anchor points for products or other relevant architectural or marine structural equipment                                                          |
|   |                                                | 3.7 Take measurements and note special features likely to affect installation of products or their performance in service                                            |
|   |                                                | 3.8 Take account of labour rates and costs of materials and equipment to estimate costs, and record results of inspection                                            |
| 4 | <b>Conclude inspection on site</b>             | 4.1 Replace items shifted or removed during the information gathering process                                                                                        |

4.2 Return client equipment used in the inspection process

4.3 Notify client when operator is leaving the site

## 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
- 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:**

- the relevant industry or Australian Standards that are current at the time this unit is being undertaken

**Client's requirements include one or more of the following:**

- types of materials
- types of products and equipment
- operating principles and mechanisms
- costs
- timelines
- colours
- size, dimensions and shape
- delivery and installation dates

- installation procedure to be followed
- crowd barriers or fencing

**WHS practices include one or more of the following:**

WHS practices 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
- additional licensing or permits
- environmental practices

## Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTTF3001A Identify client requirements (on site)

## 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 MSTTF3001 Identify client and site requirements for installation of fabricated textile 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
- applying relevant standards
- preparing tools and equipment for inspection, arranging visit on site, and conducting at least two (2) on-site inspections safely and efficiently to determine work requirements
- greeting client in an appropriate manner, identifying and confirming client needs, and demonstrating product knowledge
- taking measurements and noting site requirements likely to affect installation of products or their performance in service
- asking appropriate questions, clarifying information and providing feedback to client
- documenting and communicating work-related information including costs, measurements, specifications, client details and requirements
- complying with all relevant safety requirements, including safe use of ladders, steps, measuring tools (including laser devices), and other equipment
- concluding inspection on site according to workplace procedures.

## **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
- hazards associated with working at heights
- range of products and services offered by the workplace
- principles of operating products and equipment
- types of materials and their applications
- limitations of canvas and other materials used
- types of strengthening and fastenings
- the service life of different materials
- instruments and techniques for measuring
- mathematical processes
- mathematical formulae for areas and volumes

- labour rates and approximate costs of products and materials
- power sources, such as single phase, three phase and weather-protected outlets
- work health and safety (WHS) and environmental requirements of relevant industry and workplace procedures
- general industry housekeeping policies and procedures
- WHS practices, including hazard identification and control measures
- client communication
- quality practices
- workplace practices
- practices for recording and reporting.

## 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 identifying client requirements on site, 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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