

LMFUP2004B	Machine sew upholstery final cover materials (basic)
Unit descriptor	This unit covers the competency to sew upholstery final cover materials using simple sewing machines and techniques.
Employability skills	This unit contains employability skills.
Unit sector	Upholstery

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Prepare for work	<ol style="list-style-type: none"> 1.1. Job requirements are identified from work instructions 1.2. Workplace health and safety requirements, including personal protection needs, are observed 1.3. Machines, materials, work method and sequence are determined 1.4. Equipment, including any supplementary equipment is identified and checked for safe operation, components and controls 1.5. Materials are identified and inspected and problems, including any materials or part constructed products which do not meet the job order requirements, are identified and reported in accordance with workplace procedures 1.6. Work pieces are laid out in sequence in accordance with specifications and workplace procedures
2. Control sewing operation	<ol style="list-style-type: none"> 2.1. Sewing machine, including attachments, is set up and adjusted for the work requirements 2.2. Machine is operated to maintain required product quality and outputs 2.3. Finished products are checked for required quality, repaired, and moved to the next process
3. Complete work	<ol style="list-style-type: none"> 3.1. Completed work is directed to the next operation in accordance with workplace procedures 3.2. Documentation, including production and/or stock records and/or packing slips, are completed in accordance with workplace procedures 3.3. Material which is able to be re-used is collected and stored, and waste and scrap are removed in accordance with workplace procedures 3.4. Equipment is maintained and work area is cleaned following workplace procedures

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

- collect, organise and understand information related to machine sewing, work orders, maintenance systems and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with work supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities including the preparation and layout of the work area

<p>to avoid any back tracking, workflow interruptions or wastage</p> <ul style="list-style-type: none"> • work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity • use mathematical ideas and techniques to correctly complete measurements and estimate material requirements • use pre-checking and inspection techniques to anticipate problems, avoid re-working and wastage • use workplace technology related to the basic machine sewing of upholstery final cover materials <p>Required knowledge</p> <ul style="list-style-type: none"> • procedure for reporting damaged or imperfect products or interruption to workflow • workflow requirements for sewing process • operation of work systems and sewing equipment • characteristics of materials used and finished products • causes of faults and repair methods • identification of equipment, processes and procedures • quality systems and standards • workplace procedures

RANGE STATEMENT	
<p>The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.</p>	
Unit scope	This unit addresses the sewing of final cover upholstery materials using simple machines and techniques
Unit context	<ul style="list-style-type: none"> • Workplace health and safety includes OHS legislation, material safety management systems, hazardous substances and dangerous goods codes and safe operating procedures • Work requires individuals to demonstrate discretion, judgement and problem solving skills in the set up and operation of machines • Work is carried out in accordance with statutory requirements, organisation insurance requirements, OHS legislation, environmental legislation, manual handling procedures and relevant health regulations
Basic sewing	Basic sewing is the ability to operate and adjust a simple sewing machine (straight and walking foot sewing machines) to join two or more pieces of upholstery fabric together
Job requirements may include:	<ul style="list-style-type: none"> • materials • threads • additional work features • shape and any special requirements for the item • and any required workplace documentation to be competed
Machines may include, but are not limited to:	<ul style="list-style-type: none"> • flat bed • walking foot • overlocker
Sewing machine set up and adjustments are to include:	<ul style="list-style-type: none"> • threading machine and winding bobbin • setting required tensions • selecting required machine settings

	<ul style="list-style-type: none"> • lubricating and adjusting the machine • and testing operations for work order requirements
Materials to be machined may include but are not limited to:	<ul style="list-style-type: none"> • fabrics • vinyl and canvas
Personal protective equipment	<p>Personal protective equipment is to include that prescribed under legislation, regulations and enterprise practices and procedures. It may include:</p> <ul style="list-style-type: none"> • safety glasses/goggles • hair nets • ear muffs/plugs • gloves • footwear and protective clothing
Information and procedures	<ul style="list-style-type: none"> • Machine manufacturer specifications and operational procedures • Workplace procedures relating to the setting and operation of machines • Work instructions, including job sheets, plans, drawings and designs • Workplace procedures relating to reporting and communication

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the relevant Training Package.

Critical aspects of evidence	<ul style="list-style-type: none"> • Interpret work order and locate and apply relevant information • Identify and operate sewing machines • Set up sewing machine for operations, monitor quality of output and adjust as necessary • Follow work instructions, operating procedures and inspection practices to: <ul style="list-style-type: none"> ◦ minimise the risk of injury to self and others ◦ prevent damage to goods, equipment and products ◦ maintain required production output and product quality • As a minimum, demonstrate the ability to: <ul style="list-style-type: none"> ◦ join final cover materials for fitting to two items of upholstered furniture ◦ sew piping for an item of upholstered furniture • Work effectively with others • Modify activities to cater for variations in workplace contexts and environment
Resource implications	Appropriate sewing machines, work orders, operating procedures, materials and threads.
Method of assessment	<p>Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.</p> <p>Assessment should be by direct observation of tasks and questioning on underpinning knowledge.</p>

	Assessment should be conducted over time and may be in conjunction with assessment of other units of competency which form a part of the job role.
Context of assessment	Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.