

LMFUP3010B	Cut, sew and fit skirts to upholstered furniture
Unit descriptor	This unit covers the competency to measure, mark out, cut and sew skirts for items of upholstered furniture.
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. Plan work operations	<ul style="list-style-type: none"> 1.1. Specifications concerning design, fabrics, accessories and finish for the skirts are confirmed with designer/customer/client, as required 1.2. Workplace health and safety requirements, including personal protection needs, are observed throughout the work 1.3. Fabrics, work method and sequence are determined 1.4. Suitable work area is selected, prepared and cleaned of any contaminants 1.5. Appropriate equipment and tools are selected and checked for safe operation 1.6. Fabric is selected and checked in terms of quantity, quality, contaminants, size, pattern and consistency
2. Measure and mark out pattern/template	<ul style="list-style-type: none"> 2.1. Measurements are taken from furniture item to be fitted or from job sheet/specification 2.2. Pattern/template is developed from measurements 2.3. Fabric is laid out and pattern/template located to conform with pattern/nap/direction of the fabric and to minimise wastage 2.4. Any registration points on the pattern and other instructions to match required pattern components are marked 2.5. Fabric is marked in accordance with workplace procedures
3. Cut and sew skirts	<ul style="list-style-type: none"> 3.1. Fabric is squared up to the edges or guide markings on the cutting table 3.2. Fabric is cut and work inspected to ensure accuracy/tolerance in accordance with workplace procedures 3.3. Sewing machine set up requirements and adjustments are identified and followed 3.4. Machine maintains required product quality and output 3.5. Finished skirts are checked for required quality and reprocessed if required
4. Complete work	<ul style="list-style-type: none"> 4.1. Workplace documentation is completed in accordance with procedures 4.2. Waste and scrap are removed in accordance with workplace procedures 4.3. Machines and tools used are cleaned, inspected for serviceability and stored in accordance with workplace procedures

	4.4. Equipment is maintained and work area is cleaned in accordance with workplace procedures
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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 work orders, basic plans, 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 and the obtaining of equipment and materials to avoid any backtracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- mathematical ideas and techniques to correctly complete measurements, calculate work requirements, optimise component and material sizes for economical cutting and assemble required materials
- use pre-checking and inspection techniques to plan work, avoiding re-working and wastage
- use the workplace technology related to the fabrication of skirts for upholstered furniture

Required knowledge

- work requirements including workplace standards and inspection procedures
- workflow in relation to the fabrication of skirts
- fabric types and characteristics, common faults and inspection procedures
- design features of the finished furnishing items in relation to laying out the pattern and cutting the fabric

RANGE STATEMENT

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.

Unit scope	<ul style="list-style-type: none"> • This unit addresses the requirement to measure, mark out, cut and sew skirts for application to items of upholstered furniture • Types of skirt include, but are not limited to: knife, box, mock box and inverted
Unit context	<ul style="list-style-type: none"> • OHS requirements include 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 fabrication of skirts • Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements

Tools and equipment may include, but are not limited to:	<ul style="list-style-type: none"> • measuring tape • cutting table • straight edges • skewers • scissors and sewing machines
Sewing machines may include:	<ul style="list-style-type: none"> • flat bed walking foot and overlocker
Sewing machine set up and adjustments include:	<ul style="list-style-type: none"> • threading machine and winding bobbin • setting required tensions • setting required machine settings • lubricating and adjusting the machine • and testing operation for work order requirements
Materials may include:	<ul style="list-style-type: none"> • fabric • calico • chalk • pattern/template material
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"> • Workflow in relation to the fabrication of skirts • 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 select fabric, matching pattern/nap/direction • 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, measure, mark out, cut and sew the following types of skirts, two of which are to be lined and one of which is to be fitted to a footstool or chair: <ul style="list-style-type: none"> ◦ knife skirt ◦ box skirt ◦ mock box
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	<ul style="list-style-type: none"> ◦ inverted • Work effectively with others • Modify activities to cater for variations in workplace contexts and environment
Resource implications	Tape measures, scissors, cutting table, fabric, sewing machines, work order/furniture to be fitted, workplace information including work procedures and/or equipment instructions.
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> <p>Assessment should be conducted over time and may be in conjunction with assessment of other units of competency which together form a part of the job role.</p>
Context of assessment	Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.