

Domain	CLOTHING PRODUCTION	Unit ID: 131
Title:	Communicate with colleagues and clients in a clothing production environment	
Level: 1		Credits: 2

Purpose

This unit standard specifies the competencies required to communicate effectively with colleagues and clients in a clothing production environment. The unit refers to competency in communication rather than the English language. It includes gathering, conveying and receiving information through verbal and written forms of communication. This unit standard is intended for those who work in the clothing production industry.

Special Notes

1. Entry information
Prerequisite
 - Unit 130 - *Follow workplace safety procedures in a clothing production workplace* or demonstrated equivalent knowledge and skills.
2. This unit standard is to be delivered and assessed in the context of clothing production operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. To demonstrate competence, at a minimum, involves gathering, conveying and receiving information in a clothing production workplace, participating in workplace meetings and completing relevant work related documents. Evidence of three items is required for assessment purposes.
4. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated environment in which clothing production operations are carried out.
5. Communication with others is to include but is not limited to supervisors, co-workers, trainers and the public.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act No 6, 1992
 - Occupational Health and Safety Regulations No.18, 1997.
 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Gather, convey and receive information in a clothing production workplace

Performance Criteria

- 1.1 Verbal and written instructions are gathered, received and responded to in line with workplace instructions.
- 1.2 Instructions are conveyed accurately.
- 1.3 Information is conveyed and receipt of the message is confirmed.
- 1.4 Questions are used to gain additional information and to clarify understanding of instructions and information.

Element 2: Participate in simple workplace meetings in a clothing production workplace

Performance Criteria

- 2.1 Correct processes for workplace meetings are identified and followed to pre-determined or agreed procedures.
- 2.2 Responses are sought and provided to others in the group.
- 2.3 Constructive contributions are made.
- 2.4 Goals or outcomes are identified and recorded.

Element 3: Complete relevant work related documents

Range

Workplace documents include but are not limited to checklists, delivery notes, job cards, time sheets, accident reports, work schedules, registers and personnel related documents.

Performance Criteria

- 3.1 Forms relating to conditions of employment are completed accurately and legibly.
- 3.2 Forms about routine duties are completed accurately and legibly.

Registration Data

Subfield:	Clothing, Leather and Textiles Manufacturing
Date first registered:	28 September 2006
Date this version registered:	28 September 2006
Anticipated review:	2011
Body responsible for review:	Namibia Training Authority