

Domain	CLOTHING PRODUCTION	Unit ID: 149
Title:	Select and handle materials as part of clothing operations	
Level: 2		Credits: 2

Purpose

This unit standard specifies the competencies required to select and handle materials as part of clothing operations. It includes preparing the workstation, determining requirements, selecting, loading, unloading and transferring materials and completing all relevant documentation. It is intended for people who work in an industrial clothing production environment.

Special Notes

1. Entry information
Prerequisite:
 - Unit 130 - *Follow workplace safety procedures in a clothing production environment* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of preparing the workstation, selecting appropriate equipment and materials, loading, unloading and transferring materials and completing all necessary documentation. These tasks must be performed ensuring correct identification of requirements and finishing of the tasks, correct selection and use of appropriate processes, tools and equipment and completing all work to specification.
3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which clothing production operations are carried out.
4. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
5. 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 on www.namqa.org and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Prepare work station

Performance Criteria

- 1.1 Workstation is cleaned and set up in line with workplace specifications.
- 1.2 Appropriate equipment and tools are selected in line with workplace specifications.

Element 2: Determine requirements

Performance Criteria

- 2.1 Requests are received and requirements are confirmed.
- 2.2 Tasks are organised, confirmed and recorded according to workplace specifications.
- 2.3 Personal and safety equipment is selected, checked and used according to workplace specifications.
- 2.4 Appropriate equipment for transferring material is identified and organised.

Element 3: Select materials

Performance Criteria

- 3.1 Documentation is interpreted correctly.
- 3.2 Required materials are identified.
- 3.3 Non-conforming materials are reported and recorded.
- 3.4 Transfer and store documentation is updated according to workplace specifications.

Element 4: Load, unload and transfer materials

Performance Criteria

- 4.1 Material is loaded and unloaded using suitable equipment according to workplace specifications.
- 4.2 Material is transferred to correct department.
- 4.3 Environmental requirements and procedures concerned with waste, pollution and recycling of materials are applied.

Element 5: Complete documentation

Performance Criteria

5.1 Relevant documentation is completed according to workplace specifications.

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