



Literacy and numeracy profile:

# Textile Operator (Yarn Production)

**This profile identifies the literacy and numeracy tasks that are part of the role of Textile Operators. In this profile literacy includes reading, writing, speaking and listening.**

## Reading tasks

*Read implies that a person reads and understands*

*Textile Operators are required to read and understand some specialised technical vocabulary and abbreviations*

### Read signs and short texts

- Health and safety signs
- Dangerous goods and hazardous materials signs
- Work orders
- Computerised batch or production specification sheets
- Machine settings
- Labels on yarn, fibre and machinery
- Monthly quality check questions
- Switch operating labels
- Handwritten notes including shorthand, jargon and abbreviations
- Alpha-numeric codes
- Pay slips

### Read charts, tables and graphs

- Product information
- Production schedules
- Company, team and individual performance or production measures
- Induction checklist or training matrix
- Yarn lot cards

### Read forms on the job

- Maintenance forms
- Machine cleaning checklist
- Records of work
- Hazard I.D. form
- Machine hazard assessment form
- Spool weight form
- Machine downtime form
- Job application form
- Leave forms

*Continued* →



## Reading tasks *continued...*

### Read plans and diagrams

- Site evacuation plan
- Spool fill diagrams

### Read memos and notices

- Health and safety
- Union information
- Onsite Hazard ID board
- House rules (e.g. sickness and injury)
- Policy and procedure changes
- Company newsletter

### Read instructions and more detailed job information

- Standard operating procedures
- Machine specifications or settings
- Look up information in manuals
  - Technical and maintenance
  - Health and safety
  - Machine operating task lists
- Job description
- Employment contract
- Code of Conduct, company rules, standards and procedures
- Performance reviews
- Company intranet

### Read training material

- Company Induction handbook and training material
- Health and safety or first aid
- Unit standard workbook
- Training guide and assessor checklists

### Read dials, scales and gauges including electronic and LED displays

- Weight
- Pressure
- Length
- Tension

## Writing tasks

### Fill in and sign off on documents to confirm read and understood

- Induction checklists
- Health and safety
- Training records

### Write brief notes

- Message about a machine for co-worker
- Enter data via electronic key pad

### Complete forms independently

- Daily card check
- Machine downtime report
- Carding spool weight record
- Production weight record
- Winding calculation record
- Equipment damage
- Parts, equipment and maintenance requests
- Leave forms
- Job application
- Employee details
- Tax code declaration

### Complete forms with the assistance of others

- Accident, incident or hazard reports
- Performance appraisals

### Write for training purposes

- To complete workbooks
- Keep notes during training
- Write answers to assessment questions



## Speaking and listening tasks

*Note: There is a significant dependence on oral communication to deliver work instructions and training*

### Listen to and comprehend oral instructions and explanations from

- Charge hands, senior operators, team leaders, supervisors or managers
- Co-workers
- Trainer or tutor

### Listen and respond to requests from

- Charge hands, senior operators, team leaders, supervisors or managers
- Co-workers (e.g. for assistance)

### Ask questions

- Clarify oral instructions
- Requests for help, information or assistance from supervisor or co-workers
- Explanations about how a machine or process works from supervisor

### Orally report to manager or supervisor

- Health and safety hazards, incidents or accidents
- Completion and progress of work
- Equipment malfunction
- Design and manufacturing issues

### Participate in meetings

- Daily team meeting
- Health & safety
- Company

### Communicate with

- Co-workers about work situations
- Co-workers whose first language may be different to their own
- Office staff
- OSH representatives
- Union representatives
- First aiders
- Building or area wardens

### Give instructions to others

- What work they need to do

### Discuss training

- Off-job and on-job trainers
- Other trainees
- Assessors
- ATITO staff
- Answer oral assessment questions

### Communicate using

- Specific workplace sign language
- Complex industry vocabulary and abbreviations



## Numeracy tasks

### Make sense of number to solve problems

#### Count

- Supplies (e.g. bales of fibre, tubes in a cage or bin, hanks, cones)
- Wages/pay/leave

#### Calculate

- Basic addition, multiplication, subtraction and division (operator can use a calculator but must be able to estimate if their answer is correct)

### Measure and interpret space and shape

#### Measure

- Weight (e.g. raw materials, yarn on spools)
- Length
- Tension
- Time using 12 and 24 hour clocks (e.g. machine downtime)
- Tolerances for spool weight records

#### Estimate

- Time
- Length
- Weight
- Width (e.g. thickness of yarn)
- Tension
- Quantity of product produced
- Weight per unit length (Tex checks, estimated by sight and feel)



## Critical thinking tasks

### Be constantly alert to potential risks to self and others when working with or around heavy and complex machinery

- Near misses; incidents; accidents; hazards
- Recognise equipment and machinery problems or faults
- Health and safety risk

### Quickly and accurately identify problems and develop potential solutions

### Accurate sorting of materials

#### Quality checking

### Be constantly aware of how the machine being operated sounds and how the end product looks or feels.

- Identify when something sounds or looks irregular
- Locate the problem or cause
- Fix the problem or report it to someone who can.



**Note:** This profile is based on Textile Operator roles from a number of different companies and tasks may vary slightly according to workplace requirements.

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