

Title	Receive and process items for drycleaning		
Level	2	Credits	8

Purpose	This unit standard is for people working in the drycleaning industry. People credited with this unit standard are able to: describe textile cleaning processes, receive and process items for cleaning.
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Classification	Cleaning and Caretaking > Drycleaning
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Available grade	Achieved
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Explanatory notes

- 1 Evidence must meet the following legislative requirements:
 Consumer Guarantees Act 1993
 Consumer Information Standards (Care Labelling) Regulations 2000
 Consumer Information Standards (Fibre Content Labelling) Regulations 2000
 Hazardous Substances and New Organisms Act 1996
 Privacy Act 1993.
- 2 Definitions
Enterprise – an organisation where training and/or assessment is taking place and/or where the trainee is employed.
Enterprise procedures – actions which comply with the policies, systems, and directives in a particular enterprise. Enterprise procedures must comply with the requirements of the Health and Safety in Employment Act 1992, and subsequent amendments.

Outcomes and evidence requirements

Outcome 1

Describe textile cleaning processes.

Evidence requirements

- 1.1 Work flow in a drycleaning plant is described.

Range	receipt of goods, marking up, cleaning, finishing, stain removal, quality check, order check, storage, delivery.
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- 1.2 Textile soiling is identified and cleaning processes are described in relation to the cleaning fluid.

Range soiling – water-based soils, oil-based soils, stains;
cleaning processes – solvent systems, water systems.

Outcome 2

Receive items for cleaning.

Evidence requirements

2.1 Job details are documented according to enterprise procedures.

Range customer name, contact phone number, garment description,
number of items, job charge.

2.2 Customer requirements are documented according to enterprise procedures.

Range includes but is not limited to – collection time, delivery time,
cleaning process, stain removal, repairs and alterations, press
only.

2.3 Items are identified for repair, replacement or ragging.

2.4 Damage is identified.

Range tears, holes, missing zips and buttons, broken fasteners, fasteners
missing, re-hemming.

2.5 Repair procedure is identified to match damage.

2.6 Job docket is generated, attached to item and a copy given to customer
according to enterprise procedures.

Outcome 3

Process items received for drycleaning.

Evidence requirements

3.1 Orders are prioritised according to enterprise procedures.

3.2 Items listed on docket are tagged and flagged according to job requirements.

Range at least four of – job number, stains, repairs, press only, due date,
collection time, retexturise, reproof, oil.

3.3 Measures are taken to protect items from damage during the cleaning process
according to enterprise procedures.

Range pockets, turnups, accessories, buttons, trims, fasteners.

3.4 Items are placed in designated area according to enterprise procedures.

Planned review date	31 December 2019
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 June 1998	31 December 2015
Revision	2	14 January 2002	31 December 2015
Rollover	3	21 September 2007	31 December 2015
Review	4	18 June 2014	N/A

Consent and Moderation Requirements (CMR) reference	0030
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact Competenz info@competenz.org.nz if you wish to suggest changes to the content of this unit standard.