

BASIC TEXTILE OPERATION

NTQF Level -I

Learning Guide -11

Unit of Competence: Work in the Textile Industry

Module Title: Working in the Textile Industry

LG Code: IND BTO1 M03 LO2-LG-11

TTLM Code: IND BTO1 TTLM 0919v1

**LO2: Identify Relevant Legislation
and Guidelines**



Instruction Sheet	Learning Guide #11
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Identifying employment legislation
- Identifying employment guidelines
- Identifying employee's right
- Identifying employee's responsibilities
- Identifying employee's legal obligations
- Identifying concept of product quality
- Identifying instructions and procedures in a quality system
- Identifying employability skills

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Identify common relevant legislations and guide lines to employment
- Identify right, responsibilities and legal obligations
- Identify concepts of product quality
- Identify instructions and procedures of quality system
- Identify employability skills



Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below
3. Read the information written in the “Information Sheets”. Try to understand what are being discussed. Ask your teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-checks” in each information sheets.
5. Ask from your teacher the key answers or you can request your teacher to correct your work after you finished answering self-checks.
6. If you earned a satisfactory evaluation proceed to “Operation sheets and LAP Tests if any”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.
7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result;
8. Then proceed to the next information sheet



Information Sheet-1

Identifying Employment Legislation

Employment legislation

Employment legislation covers the rights of workers and regulates their relationship with their employers. Anyone following an Apprenticeship in HR will learn about employment legislation and how it relates to all aspects of work, from recruitment and disciplinarians to parental leave and health and safety issues.

1.1. Issues covered by employment legislation

When people think of legislation in the workplace, they tend to think of issues such as health and safety. However, employment law covers many other areas that protect workers and the organizations they work for. These include general employment issues, such as:

- Recruitment
- Working hours
- Contracts
- Employment status (full or part time/flexible)
- Pay and entitlement for: holidays, sickness, maternity/paternity/adoption
- Redundancy and retirement

As well as protections, such as:

- Health and safety
- Anti-discrimination laws (sex/age/racial/disability/sexual orientation/religious)
- Bullying and harassment
- Disciplinary and grievance, unfair/wrongful/constructive dismissal, whistleblowing
- Data protection
- Transfer of Undertakings (eg if a business is bought and/or if a company relocates)



Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is employment legislation mean?(**5marks**)
2. List five issue which covers by employment legislation?(**5marks**)



Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Information Sheet-2	Identifying employment guidelines
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Employee policies and procedures are descriptions of how all employees, regardless of job description or title, are expected to conduct themselves. Employee policies and procedures are typically developed by a company's human resources (HR) department and distributed to all employees in the form of a handbook. Employees are expected to use this handbook as a guide, referring to it often to find information on the company, as well as guidelines on vacation, sick time and pay.

2.1. OHS

Be aware of workplace health and safety policies and ensure procedures are followed. Notify the Workplace Health and Safety Officer of specific risks or hazards by completing an employee Feedback form.

2.2. Anti-discrimination

Treat workers equally without distinguishing on same position.

2.3. Equal employment opportunities

All employees accountable to the same responsibility must have equal opportunity.

2.4. Workplace diversity

If there are different workloads among workers with same wage, interchange the workers on each work as required.

2.5. Freedom of information

Every worker has the freedom of getting suitable and timely information regarding tasks performed in the organization.

2.6. Environmental purchasing guidelines

- Become informed about the environmental impacts of products purchased. Search for environmentally-friendly products.
- Choose products with less packaging.
- Choose products with recyclable or reusable packaging.
- Re-use plastic bags and all types of containers if possible.
- Buy quality goods that will last.
- Buy recycled goods which have already saved resources and raw materials, and help reduce the overall quantity of waste.



2.7. Disposal of waste

Place the following in recycle bins, depending on recycling facilities available in your community.

- Paper
- Aluminum
- Glass
- Steel

Follow the guidelines for the disposal of these materials to minimize the impact on the environment.

2.8. Industrial relations awards

Prepare awards to motivate the good performer and make competition among workers.



Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What does employment guide lines describes?(**3marks**)
2. Who does develop employment guidelines?(**2marks**)



Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Information Sheet-3

Identifying Employee's Right

Employment law covers all rights and obligations within the employer-employee relationship, including not only current employees but also former employees and job applicants. Many of the legal disputes involving businesses are related to employee rights and regulations. Because of the complexity of employment relationships and the wide variety of situations that can arise, employment law involves legal issues as diverse as:

- Discrimination
- Wrongful Termination
- Wages
- Overtime
- Workplace Safety

Whether you're an employer, employee, or job seeker, understanding employee rights is crucial to a healthy and functioning workplace.

3.1. Employee Rights in the Workplace

In most states, employees are afforded privacy in the workplace. This employee right applies to personal possessions, including handbags or briefcases, storage lockers accessible only by the employee, and private mail addressed only to employee. Employees may also have a right to privacy in their telephone conversations or voicemail messages. However, employees have very limited rights to privacy in their e-mail messages and Internet usage while using the employer's computer system.

3.2. Other Important Employee Rights Include:

- Right to be free from discrimination and harassment of all types;
- Right to a safe workplace free of dangerous conditions, toxic substances, and other potential safety hazards;
- Right to be free from retaliation for filing a claim or complaint against an employer (these are sometimes called "whistleblower" rights); and
- Right to fair wages for work performed.
- Rights Afforded to Job Applicants



Job applicants also have certain rights even prior to being hired as an employee. Those rights include the right to be free from discrimination based on age, gender, race, national origin, or religion during the hiring process. For example, a prospective employer can't ask a job applicant certain family-related questions during the hiring process. Also, an employer may not conduct a credit or background check of an employee or prospective employee unless the employer notifies the individual in writing and receives permission to do so. In reality, though, discrimination and other violations involving job applicants is very difficult to prove.

3.3. Federal Regulations Ensuring Employee Rights

There are a number of key federal laws protecting employees' rights, which apply to employees in all states unless state employment laws provide more protection to employees. For example, many states have higher minimum wage requirements than the federal guidelines; employers therefore must comply with the state's minimum wage.

3.4. Federal employment laws include (but aren't limited to) the following:

Title VII: Prohibits employers from discriminating in the hiring process based on race, color, religion, sex, or national origin; applies only to employers with 15 or more employees.

Americans with Disabilities Act (ADA): Provides that if an individual with a disability can perform essential functions with or without reasonable accommodation, that person can't be discriminated against on the basis of their disability; defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

Age Discrimination in Employment Act: Prevents employers from giving preferential treatment to younger workers to the detriment of older workers; only applies to workers 40 years of age and older, and to workplaces with 20 or more employees; doesn't prevent an employer from favoring older employees over younger employees.

Fair Labor Standards Act: Provides regulation as to the duration of work days, and breaks an employer must provide; governs applicable salary and overtime requirements set out by the federal government.

Family and Medical Leave Act: Provides that employers must allow employees to take up to a 12-week leave of absence for qualified medical purposes; stipulates that to qualify for the leave, the employee must have worked for the employer for 12 months and for 1,250 hours in the 12 months preceding the leave; preserves qualified employees' positions for the duration of the leave



Self-Check –3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the important employee write in work place?(**4marks**)
2. What does the federal protects regarding to employee right?(**3marks**)



Note: Satisfactory rating - 5 points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Information Sheet-4

Identifying Employee's Responsibilities

The employer's 'duty of care' includes protecting you from both physical hazards (for example, slippery floors, heavy loads, unguarded machinery and hazardous substances) and 'psychosocial' workplace hazards (for example, workplace bullying, violence and aggression).

The employer's 'duty of care' means that your employer must, as far as practicable:

- Provide and maintain workplaces, plant and systems of work so that you and other workers are not exposed to hazards;
- Provide information about the hazards and risks from your job;
- Provide you with instruction, training (including an induction) and supervision so you are able to work safely;
- Consult and co-operate with safety and health representatives (if any) and employees about safety and health;
- Where it is not practicable to avoid the presence of hazards, provide adequate personal protective clothing and equipment without any cost to you; and
- Ensure your safety and health in relation to plant and hazardous substances at the workplace so you are not exposed to hazards.
- To meet their 'duty of care', the employer must take into account any individual needs an employee may have to ensure they are able to work safely.

Your employer also has a responsibility to inform you about:

- how to resolve any complaints or concerns about safety and health at work;
- what to do in an emergency;
- what to do if you are injured; and
- Your rights to workers' compensation if you are injured.



Self-Check -4	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write some employee's responsibility?(**3marks**)
2. Write some employer responsibility?(**5marks**)



Note: Satisfactory rating - 5 points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Information Sheet-5	Identifying Employee's Legal Obligations
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An employee has the obligation to:

- perform their work carefully
- observe the agreed-upon working hours
- follow the instructions of the management
- decline from activities which compete with those of the employer
- keep business and trade secrets
- take into account the employer's interests



Self-Check -5	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is obligation mean?(**3marks**)
2. List some employee's obligation?(**5marks**)



Note: Satisfactory rating - 5 points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Information Sheet-6

Identifying Concept Of Product Quality

Product quality means to incorporate features that have a capacity to meet consumer needs (wants) and gives customer satisfaction by improving products (goods) and making them free from any deficiencies or defects.

6.1. Meaning of Product Quality

Product quality mainly depends on important factors like:

- The type of raw materials used for making a product.
- How well are various production-technologies implemented?
- Skill and experience of manpower that is involved in the production process.
- Availability of production-related overheads like power and water supply, transport, etc.

6.2. Definition of Product Quality

Before we proceed to understand, “what is product quality?” First, let's focus on the definition of quality. It is not easy to define the word Quality since it is perceived differently by the different set of individuals. If experts are asked to define quality, they may give varied responses depending on their individual preferences. These may be similar to following listed phrases. According to experts, the word quality can be defined either as;

- Fitness for use or purpose.
- To do a right thing at first time.
- To do a right thing at the right-time.
- Find and know, what consumer wants?
- Features that meet consumer needs and give customer satisfaction.
- Freedom from deficiencies or defects.
- Conformance to standards.
- Value or worthiness for money, etc.

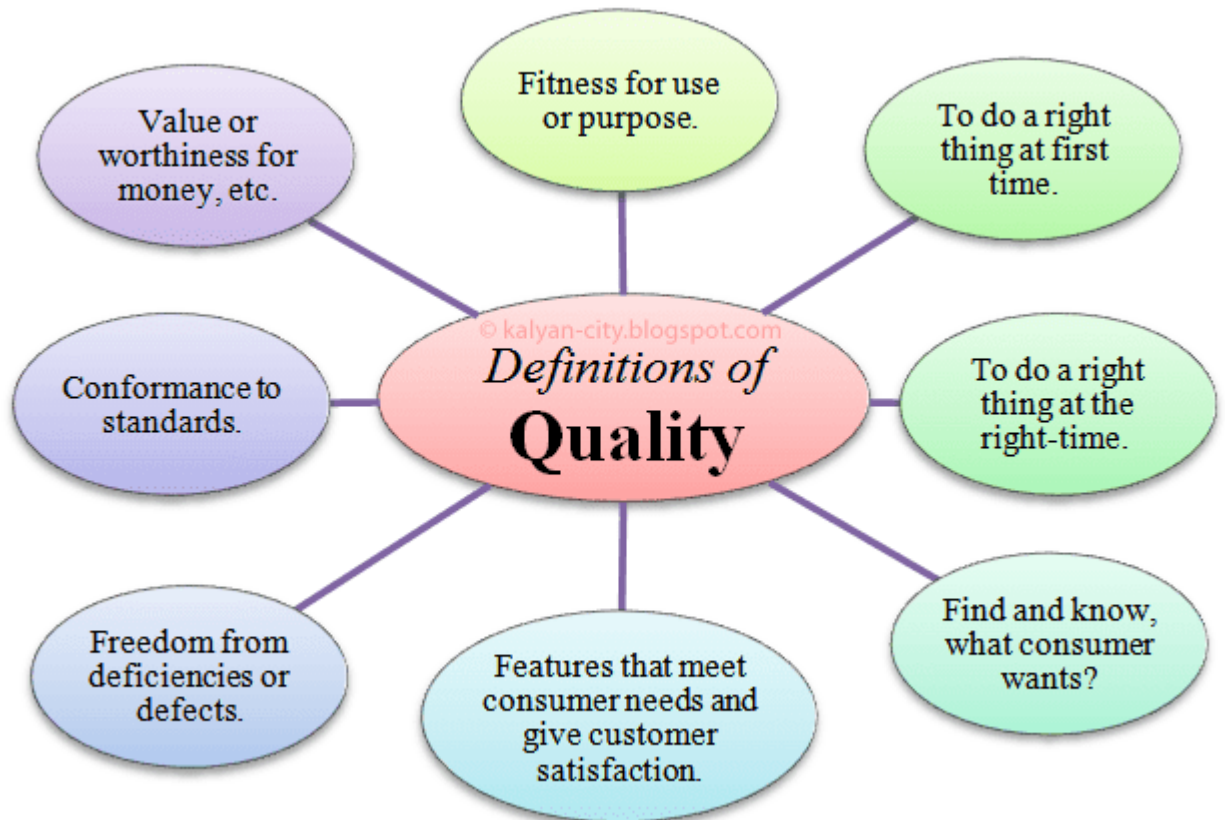


Fig: 6.1. Definition of quality



Self-Check -6	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Let say you are an expert of textile products and you present to an interview to be haired for quality position and an interviewer asks you the definition of product quality; what will be your answer?(**10 marks**)



Note: Satisfactory rating – 5 and above points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____



Instructions and procedures in quality system

7.1. The Relationship between Processes, Procedures and Work Instructions

When a company documents its QMS, it is an effective practice to clearly and concisely identify their processes, procedures and work instructions in order to explain and control how it meets the requirements of ISO 9001:2015. This begins with a basic understanding of the hierarchy of these terms and how to efficiently categorize the workings of a management system within them.

A **process** states what needs to be done and why

A **procedure** states how the process needs to be done

A **work instruction** explains how to carry out the procedure. Consider a process as a high level, strategic method of control, in effect a summary of objectives, specifications, and broad resources needed. The procedure adds more specifics such as responsibilities, specific tools, methods, and measurement. And a work instruction is a step-by-step guideline to implement the process and procedure, often segmented in some way to focus those who are doing the actual work.

To control the outcome of a quality management system, more increasingly detailed action levels are often created in the form of processes, procedures and work instructions. These are typically to help satisfy a requirement by the quality management standard such as ISO 9001-2015.

The ISO 9001 Process, Procedure and Work Instruction hierarchy

Some basic guidelines for remembering the differences between these terms when documenting your quality management system:

Begin with the ISO 9001 processes you are required to document. The number of processes will typically determine the number of procedures. While the situation dictates the exact number of procedures needed to adequately control the desired outcome, it is a good organizational practice to not create more procedures than requirements.

In most cases, you will create an ISO 9001 procedure for every process. Many companies write too many procedures when, in fact, they should be documenting these directives as more specific work instructions.



When appropriate, create detailed ISO 9001 work instructions for each task that is needed to support each of your procedures. (A good rule of thumb is: if the procedure does not give enough guidance for someone to complete the task, create a work instruction.)

Process

7.1.1. Process

A process is any activity or set of activities that use resources to transform inputs into outputs. The ISO 9001 standard is based on a process approach. (Establishing effective and efficient processes that are consistently followed and improved upon is the basis for most management standards.)

Processes must have defined (and hopefully measurable) objective(s), input(s), output(s), activities, and resources. These key elements should be present when defining a process:

- Inputs/Resources:
 - ✓ Specified requirements (needs), for example:
 - ✓ What information do you need to start work?
 - ✓ Where does that information come from?
- Activities:
 - ✓ Interrelated or interacting activities that use resources needed to achieve a specific output
 - ✓ All of the operations, activities, and sub-processes carried out to produce the desired result, for example:
 - ✓ What are the basic jobs carried out in your department?
- Outputs:
 - ✓ Satisfying requirements (results), for example:
 - ✓ Who receives the result of your work?
 - ✓ How do you know if you've done your job correctly? (met objectives)

7.1.2. Procedure

A procedure *is a uniform method that outlines how to perform a process*, such as how you control your suppliers. It typically contains elements such as:

- Why the procedure is required
- What needs to be accomplished and how it will be executed
- Who performs what action
- Where the inputs come from and where the outputs go
- Any locational requirements (i.e. where an activity is performed)
- The criteria (requirements) they must meet
- Tools, information or other resources required



- Terminology, definitions, explanations, etc.

7.1.3. Work instruction

A work instruction describes how to perform a task within a process, which is a more detailed portion of the procedure such as “Completing a PO” or “Ordering supplies.” The reasons for work instructions are both organizational and explanatory. A work instruction will often repeat many of the elements of a procedure to help describe where it fits into the process such as:

- Purpose
- Definitions
- Responsibility
- Requirements
- Tools and information

But at its core, a work instruction contains the step-by-step detail that is not advantageous to put into a procedure because it requires such a limited scope outcomes.



Self-Check -7	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Explain the relation among process, procedure and work instruction? **(6 marks)**



Note: Satisfactory rating - 5 points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____



Information Sheet-8

Identifying Employability Skills

Employability skills is an umbrella term for a set of highly desirable, transferable skills that turn you into a very attractive candidate or employee. They can be defined as a set of skills employers want from a potential employee

- Problem-solving
- Oral communication
- Adaptability
- Collaboration
- Resource management
- Organizational skills
- Written communication
- Technology use
- Information use
- Certain personality traits

8.1. Problem-solving

62% of recruiting professionals identify problem-solving as a skill that gets you hired.

Companies face a lot of obstacles. Those better able to cope with challenges will thrive. Those less able will ultimately fail.

Problem-solving is part and parcel of everyday life at any company, and it involves:

- analyzing facts and figures
- defining challenges
- devising contingency plans
- assessing processes
- creating and implementing solution

8.2. Communication skills

If you want to succeed in your professional (and personal) life, you need to be able to effectively communicate with others. This is why communication is a fixture on any employability skills list.

To be called a good communicator, you need to:

- listen
- empathize
- draw logical conclusions
- build rapport
- adapt language to your audience
- act accordingly upon the information you gather

8.3. Adaptability

Here's the thing-In the 21st century *change* is the name of the game.

This is why companies look for people who can quickly adjust to the ever-shifting business landscape. New technologies, new kinds of competition, new business models—all these



require you to think on your feet and have the courage to propose new, yet-to-be-tested solutions. It should come as no surprise that adaptability ranks high among top employability skills.

Adaptability also means your willingness to learn. If you're open-minded and like to learn, you will draw conclusions from your mistakes to invent new, more efficient ways of performing your tasks. And this is exactly the attitude employers look for.

8.4. Collaboration

Listen: *Synergy* has become a modern-day buzzword.

The power of collaboration cannot be underestimated. Well-organized teams can achieve much more than any of its members could if they went solo. This is why teamwork, or collaboration, is one of the sought-after employability skills.

Collaboration means:

- being able to work with people of different backgrounds, ages, religions, and political options
- recognizing each team member's strengths and weaknesses to assign tasks accordingly
- accepting accountability for the results
- resolving conflicts within the team

8.5. Time management

If you're unable to plan your time efficiently, you'll have problems with delivering results.

But it doesn't end here. Bad time-management may lead to work-life imbalance and ultimately transform into professional- and personal-life related issues. Employers don't want this to happen. That's exactly why time management skills are one of the most important employability skills.

As a matter of fact, Time-management is part of a larger skill set, often referred to as *resource management*, where resources are understood as time, effort, and others.

To be recognized as efficient at time management, you must know how to:

- Plan the use of available resources (time, effort, people, money, etc.)
- establish task or project time frame
- set schedules and milestones

8.6. Organization

Organizational skills tie in nicely with time-management skills. They take things a step further, though, and include:

- Being self-motivated and focused
- Effective use of mental capacity, physical space, and resources, among others



- Managing tasks and people
- Prioritizing
- Delegating

Each and every one of them turns you into a highly employable and versatile person.

8.7. Technology use

In this day and age, it's obvious as the noonday sun. Technology pervades all aspects of our lives and will continue to do so.

8.8. Information use

This is not to be confused with the previous one. It's an employability skill in its own right.

In the 21st century information is the new currency. Sometimes a single piece of data can become a make or break factor for an entire organization. So it's pretty clear employers look for people who can:

- find the right information in any medium
- organize it in a meaningful way
- analyze it and draw conclusions
- communicate it to others

8.9. Personality traits

There are certain character traits that make you more employable than others.

Why do companies pay attention to this?

Well, your transferable skills in combination with the right character traits turn you into a perfect cultural fit. According to this study, these are the top six character traits employers look for:

- Professionalism
- Drive
- Enthusiasm
- Confidence
- Creativity
- Transparency



Self-Check -8	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. List and explain at list five skills of employability? **(5marks)**
2. Why employers need problem solving skill from the employee? **(3marks)**



Note: Satisfactory rating - 5 points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



List of Reference Materials

1- BOOKS

2- WEB ADDRESSES (PUTTING LINKS)