

SSAPP20 Production Assistant

1. Job role

TCF sub-sector	Apparel
Functional area	Production Support
Job role	SSAPP20 Production Assistant
Job role description	Supports apparel manufacturing operations across cut and sew and knitwear production environments. The Production Assistant performs a range of material handling, production support and basic processing tasks to assist machine operators, technicians and supervisors. The role contributes to efficient workflow across cutting, sewing, knitting, finishing and packing, and printing, decoration and surface finishing operations.
Performance expectations	• Complete assigned production support tasks safely and efficiently • Prepare materials, components and workstations for production operations • Move fabrics, yarns and garment components accurately and without damage • Assist machine operators and technicians during production processes • Maintain clean and organised work areas • Follow workplace health and safety procedures • Support efficient workflow across production departments • Report faults, material shortages or production issues to supervisors
Specialisation	Production support across cutting, sewing, knitting, finishing, packing and material handling and printing, decoration and surface finishing operations within apparel manufacturing environments.
Application in other TCF sectors	• Textile manufacturing environments • Knitwear production facilities • Footwear and leather goods manufacturing • Garment repair and alteration businesses • Warehouse and logistics operations supporting TCF production

2. Key tasks and critical work functions

Key tasks	• Prepare materials and components for production processes • Move fabric rolls, yarn packages and garment components between workstations • Assist with cutting room preparation and fabric spreading • Support sewing and assembly operators by preparing components
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	• Assist knitting machine operators where required • Sort, bundle and label garment components • Assist finishing, pressing and packing operations • Maintain clean and safe production work areas
Critical work functions	• Maintaining smooth workflow between production processes • Ensuring materials and components are available for operators • Supporting efficient garment manufacturing operations • Preventing damage to fabrics, yarns and garments • Maintaining safe and organised work environments • Supporting production teams to meet output targets

3. Technical skills

Material handling	Move fabrics, yarns and garment components safely within production areas.
Production preparation	Prepare materials and components for manufacturing processes.
Basic garment component identification	Identify garment parts and production materials.
Workstation preparation	Prepare and maintain production workstations.
Production workflow understanding	Understand basic stages of apparel manufacturing.
Quality awareness	Recognise visible defects or faults in materials or garments.
Equipment handling	Use basic production tools and equipment safely.
Workplace safety	Follow WHS procedures in manufacturing environments.

4. Generic Skills

Reliability	Carry out assigned tasks consistently and responsibly.
Teamwork	Work effectively with machine operators and production teams.
Communication	Report production issues or material shortages.
Attention to detail	Handle materials and components carefully.
Time management	Complete tasks efficiently to support production flow.
Organisation	Maintain tidy and efficient work areas.

5. Emerging skills

Emerging skills	• Digital production workflow systems • Basic understanding of automated manufacturing equipment • Sustainable production practices • Material traceability and production tracking systems • Digital inventory and production monitoring tools
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6. VET Qualifications and Skill Sets

Entry-level preparation	Core units of MST20722 Certificate II in Apparel, Fashion and Textiles or equivalent
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Advanced development	MST20722 Certificate II in Apparel, Fashion and Textiles or equivalent
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7. Job progression

Possible job progression	Production Assistant → Machine Operator / Sewing Machinist / Knitting Machine Operator → Senior Operator → Production Supervisor
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8. Classification

Australian Qualifications Framework	AQF Level 2
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 5 - Manufacturing Support Worker
Open Source Classification of Occupations for Australia (OSCA)	Production Assistant - Apparel Manufacturing



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