

CS61 Production Assistant

1. Job role

TCF sub-sector	Cross-sector
Functional area	Manufacturing and Production Operations
Job role	CS61 Production Assistant
Job role description	Supports production operations across manufacturing and service environments within the TCF sector by assisting with preparation, handling, processing and movement of materials and products. The Production Assistant performs a range of entry-level and support tasks across different stages of production, including preparation, basic machine operation, quality checking and packing. The role contributes to efficient workflow, product quality and workplace safety across diverse TCF production settings.
Performance expectations	• Supporting efficient production workflow across operations • Handling materials and products safely and correctly • Assisting in maintaining product quality standards • Following instructions and standard operating procedures • Maintaining a clean and organised work environment • Meeting basic production targets and timelines • Minimising waste and handling materials responsibly • Supporting team-based production activities • Following workplace health and safety requirements • Adapting to different production tasks as required
Specialisation (optional)	General production support, machine assistant, packing and dispatch, materials handling
Application in other Textile, Clothing and Footwear (TCF) sectors	• Apparel production supporting cutting, sewing, finishing and packing • Textile manufacturing supporting fabric production and processing • Footwear production supporting assembly and finishing operations • Leather goods production supporting cutting, stitching and finishing • Dry cleaning and laundry supporting sorting, washing and finishing • Technical textiles supporting specialised production processes • Manufacturing and service industries supporting general production tasks

2. Key tasks and critical work functions

Key tasks	• Preparing materials and components for production • Assisting with basic machine operation under supervision • Handling and moving materials and finished products
-----------	--

	- Supporting cutting, sewing, printing or finishing processes - Performing basic quality checks on products - Packing and preparing products for dispatch - Maintaining work areas and equipment - Following production instructions and procedures
Critical work functions	- Ensuring materials and products are handled correctly - Supporting smooth workflow across production stages - Maintaining basic quality standards - Following safety procedures at all times - Adapting to different production tasks as required - Supporting team productivity and efficiency - Maintaining cleanliness and organisation in work areas

3. Technical skills

Material handling	Handling fabrics, garments and components safely
Basic machine operation	Operating simple machinery under supervision
Production processes	Understanding basic production workflows
Quality checking	Identifying basic defects and inconsistencies
Packing and dispatch	Preparing products for shipping or delivery
Workplace safety	Applying safe work practices and procedures
Tool and equipment use	Using basic tools and equipment

4. Generic Skills

Attention to detail	Ensuring accuracy in tasks and product handling
Teamwork	Working effectively within production teams
Communication	Following instructions and communicating with supervisors
Time management	Completing tasks within required timeframes
Adaptability	Responding to changing tasks and production needs
Work ethic	Maintaining reliability and consistency in work

5. Emerging skills

Emerging skills	- Using basic digital production systems - Supporting automated production environments - Using handheld scanning or tracking devices - Adapting to integrated production workflows - Applying basic sustainability practices - Supporting on-demand and flexible production models
-----------------	--

6. VET Qualifications and Skill Sets

Entry-level preparation	Any of or equivalent to: Core units of MST20722 Certificate II in Apparel, Fashion and Textiles or equivalent
-------------------------	--

	• MSTSS00003 Introduction to Laundry Operations Skill Set • MSTSS00004 Introduction to Laundry or Dry Cleaning Industry Skill Set
Advanced development	Any of or equivalent to: • MST20722 Certificate II in Apparel, Fashion and Textiles or equivalent • MST20319 Certificate II in Leather Production • MST20422 Certificate II in Laundry Operations
Entry-level preparation	Certificate II in Apparel, Textile or Production Operations
Advanced development	Certificate III in Apparel, Textile or Production Operations

7. Job progression

Possible job progression	Production Assistant → Machine Operator / Technician → Senior Operator → Supervisor → Production Manager
--------------------------	--

8. Classification

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



Skills Insight is a Jobs and Skills Council funded by the Australian Government Department of Employment and Workplace Relations.