

SSFOT10 Production Assistant

Disclaimer

These Occupational Frameworks and Skill Profiles have been developed as workforce planning, occupational mapping and skills reference resources for the Australian textile, clothing and footwear (TCF) industry. They are intended to describe the typical functions, responsibilities, skills and capabilities associated with occupations across the industry.

These documents are not intended to replace or override industrial instruments or employment arrangements, including awards, enterprise agreements, employment contracts, position descriptions, classification structures, licensing or regulatory requirements, or other statutory obligations. Where differences arise, the relevant industrial, legislative or regulatory requirements take precedence. The Skill Profiles should be used as complementary reference documents to support workforce planning, career development, training and skills recognition.

1. Job role

TCF sub-sector	Footwear Production
Functional area	Industrial [machine based] production
Job role	SSFOT10 Production Assistant
Job role description	Provides operational support across footwear production stages including component preparation, machine feeding, assembly assistance, finishing support and packing. Works under supervision to maintain workflow efficiency, product quality and safe workplace practices.
Performance expectations	- Support production teams to meet output targets. - Maintain quality standards in assigned tasks. - Follow safe operating procedures. - Ensure accurate preparation and packing of products. - Maintain organised and efficient work areas. - Assist in reducing material waste and rework.
Specialisation	- Component preparation and sorting. - Machine feeding and workflow support. - Packing and dispatch preparation.
Application in other TCF sectors	Transferable to production assistant roles in leather goods, apparel and textile manufacturing sectors.

2. Key tasks and critical work functions

Key tasks	- Prepare and sort components for production. - Feed materials into machines under supervision. - Assist operators during cutting, closing and assembly. - Support finishing and cleaning tasks. - Pack footwear according to brand standards. - Label and prepare goods for dispatch. - Maintain cleanliness and organisation of work areas.
Critical work functions	- Maintaining smooth workflow between production stages. - Ensuring correct component preparation and allocation. - Supporting machine operators efficiently.

	• Maintaining presentation standards for finished goods. • Reducing risk of damage during handling and packing. • Adhering to workplace health and safety requirements. • Maintaining accurate production and packing records.
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3. Technical skills

Component preparation	Sort, bundle and stage materials for production.
Machine feeding support	Assist with loading and unloading materials.
Basic assembly support	Support operators with manual tasks.
Packing procedures	Prepare products for storage or dispatch.
Material handling	Handle leather and synthetic materials safely.
Basic quality awareness	Identify obvious defects before next production stage.
Digital production tracking*	Enter or record simple production data.
WHS compliance	Follow safety procedures for tools and materials.

*Technical skills identified as emerging skills in TCF industry.

4. Generic Skills

Reliability	Demonstrate consistent attendance and performance.
Attention to detail	Maintain accuracy in preparation and packing.
Teamwork	Support production teams collaboratively.
Communication	Report issues to supervisors promptly.
Time management	Meet assigned task timelines.
Adaptability	Assist across multiple production stages as required.

5. Emerging skills

Emerging skills	• Basic digital workflow systems. • Automation-aware material handling. • Sustainable packaging practices. • Digital production reporting tools. • Lean production support techniques. • Quality monitoring awareness systems.
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6. VET Qualifications and Skill Sets

Entry-level preparation	MST20722 Certificate II in Apparel, Fashion and Textiles or equivalent.
Advanced development	No qualification.

7. Job progression

Possible job progression	Possible job progression: Production Assistant → Machine Operator → Senior Production Technician → Production Supervisor.
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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)	839199 Materials and Chemical Process Workers nec OSC Specialisation Footwear Factory Worker.



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