



Australian Government

Department of Education, Employment and Workplace Relations

AUM2002B Receive and dispatch materials, equipment and tools

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the application of the skills and knowledge required to receive and store materials/equipment/components/parts/tools and dispatch in a timely fashion so the next process can receive them.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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Employability Skills Information

Employability skills	This unit contains Employability Skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Receive and check materials/components/parts and equipment/tools required	<ul style="list-style-type: none">1.1. Applicable legislative, OHS, and organisation requirements are complied with1.2. Materials/components/parts are received in accordance with work plans1.3. Materials/components/parts required for the job are checked to ensure they comply with job requirements1.4. Equipment and tools required to carry out the process are accessed/obtained in accordance with work plans and organisation procedures1.5. Equipment and tools are checked to ensure that they are the correct type and are in working order
2. Unpack and store materials/components/parts and equipment/ tools as required	<ul style="list-style-type: none">2.1. Materials/components/parts required for the job are unpacked, checked, serviced and stored2.2. Damaged or incorrectly received materials, components/parts are processed in accordance with organisation procedures2.3. Equipment and tools required for the job are unpacked and stored
3. Dispatch materials/ parts/components and complete work	<ul style="list-style-type: none">3.1. Materials/parts/components are dispatched3.2. Equipment and tools are stored at the completion of the process3.3. Work area is cleaned and resupplied where required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly in order to gain understanding of material and equipment requirements of organisation
- apply teamwork to a range of situations
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental regulations and enterprise policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment. The specific regulations will vary according to the area of operation
- enterprise supply/replenishment systems and processes for materials, equipment and tools
- material requirements for the job, which will vary according to the function, and their correct handling and storage to comply with OH&S and environmental requirements
- correct handling and storage of equipment and tools to comply with OH&S and environmental requirements
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution
- procedures for the recording, reporting and maintenance of workplace records and information.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • compliance with relevant legislation, regulations, standards, codes of practice and established safe practices and enterprise policies and procedures for receiving and dispatching materials, equipment and tools • maintaining a working knowledge of current enterprise inventory procedures • working and communicating effectively and positively with others involved in the work • applying, within authority, the requirements of the job or work role in relation to: <ul style="list-style-type: none"> • receiving and checking inventory items • unpacking and storing inventory items • stacking and storing inventory items in preparation for production process • dispatching inventory items • completing work area housekeeping requirements • modify activities to cater for variations in workplace context and environment.
Context of and specific resources for assessment	<ul style="list-style-type: none"> • assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process • assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • assessment methods must confirm consistency and accuracy of performance (over time and in a range

EVIDENCE GUIDE

	<p>of workplace relevant contexts) together with application of underpinning knowledge</p> <ul style="list-style-type: none">• assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application• assessment may be applied under project related conditions (real or simulated) and require evidence of process• assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.
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Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

<p><i>Legislative requirements</i> may include:</p>	<p>Applicable legislation, regulations and codes of practice, including those related to:</p> <ul style="list-style-type: none"> • anti-discrimination • award and enterprise agreements • confidentiality and privacy • duty of care • employee relations • environment protection • equal opportunity • industrial relations • relevant industry codes of practice.
<p><i>OHS requirements</i> may include:</p>	<p>Legislation and regulations, organisational safety policies and procedures and may include: the use of personal protective equipment and clothing, rescue services, fire fighting organisation and equipment, first aid equipment, hazard and risk control and elimination, systems covering the use of hazardous materials and substances and manual handling procedures including lifting and carrying.</p>
<p><i>Organisation requirements</i> may include:</p>	<ul style="list-style-type: none"> • access and equity principles and practices • environmental management (waste disposal, recycling and re-use guidelines) • emergency and evacuation procedures • equipment use procedures • ethical standards • legal obligations • maintenance and storage procedures • OHS requirements • organisational and site guidelines • policies and procedures relating to own role and responsibility • procedural manuals

RANGE STATEMENT	
	<ul style="list-style-type: none"> • quality assurance guidelines • quality and continuous improvement processes and standards • recording and reporting guidelines.
Job context may include:	<ul style="list-style-type: none"> • Work areas including: • body construction, aluminium die casting, iron foundry operations, engine machining, spray painting, automotive plastics, stamping & press operations, fabrication hardware, trim manufacture, vehicle assembly, warehousing, engine assembly, seat frame manufacture <p>Processes including:</p> <ul style="list-style-type: none"> • welding sub-assemblies, fitting hang-on components, fittings dies to die boxes, pouring aluminium, machining parts, application of paint, cutting blanks, assembly of components to form sub-assemblies, fitting parts to bodies, assembly of parts, parts picking and replenishment.
Organisation procedures may include:	<ul style="list-style-type: none"> • automatic or demand driven ordering and replenishment, central or local storage and maintenance procedures and systems and supply or demand driven disposal processes

Unit Sector(s)

Unit sector	Automotive Manufacturing
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Competency field

Competency field	Passenger Motor Vehicle
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Co-requisite units

Co-requisite units	Nil
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