



Australian Government

Department of Education, Employment and Workplace Relations

AUM8033B Select and dispatch parts

Revision Number: 1

AUM8033B Select and dispatch parts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the application of the required skills and knowledge to receive orders and select, check and dispatch parts.</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. Accept and complete works orders or order forms	1.1. Electronic communication equipment is checked regularly for incoming messages in accordance with organisation requirements 1.2. Messages, orders and work orders are received, accepted and recorded 1.3. Orally recorded messages are transposed to a written format on appropriate forms 1.4. Message/order forms are prioritised and routed to appropriate destinations 1.5. Appropriate documentation is completed
2. Pick parts from aisles, bins and racks	2.1. Materials lists and order forms are read and interpreted to determine the appropriate picking process 2.2. Appropriate transport equipment is selected for the parts to be picked 2.3. Parts ordered are matched with location points in warehouse to ensure correct selection of parts 2.4. Parts are picked from bins and racks on the basis of letters and codes matching part name 2.5. Parts letters and numbers are checked and matched against those on the order form to ensure the correct parts and quantities are picked 2.6. Appropriate records are completed for parts picked 2.7. Parts not available are recorded and reported according to organisation procedures
3. Deliver parts to work area or dispatch	3.1. Parts are delivered to work area or dispatch in a timely fashion using appropriate transport equipment 3.2. Parts are stored on the line/in dispatch in accordance with OHS requirements 3.3. Appropriate records are completed
4. Pack parts	4.1. Packaging is identified and selected to secure and protect the parts to be shipped 4.2. Parts are coated with protective coatings/materials to ensure quality/undamaged products are received on completion of consignment (if applicable) 4.3. Parts are packed into cartons/containers in accordance with standard operating procedures to secure and protect during transportation 4.4. Packaging is sealed with appropriate sealing

ELEMENT	PERFORMANCE CRITERIA
	<i>material</i> to prevent spill or loss of stock during transportation
5. Complete and attach invoices, dockets, stickers and labels	<p>5.1. Invoices and dockets are completed and inserted into envelopes and attached to packaging as shown in the standard operating procedures</p> <p>5.2. <i>International handling code</i> stickers are selected and attached to packaging to prevent damage to parts due to incorrect handling</p> <p>5.3. Packaging is accurately and legibly addressed to consignee to prevent delivery to wrong address</p> <p>5.4. Documentation is processed and dispatched internally/externally in accordance with organisation procedures</p>
6. Dispatch parts	<p>6.1. Transport requirements are identified and requisitioned</p> <p>6.2. Packaged parts are stacked on transportation equipment using methods that prevent damage and spillage during transportation</p> <p>6.3. Packaged parts are dispatched to next requested destination</p> <p>6.4. Transport documentation relevant to the dispatch process is completed</p>

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 receive, accept and record work orders
- apply teamwork to a range of situations, including the delivery of parts
- 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, particularly to ensure the correct completion of invoices
- 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 organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- technical work documentation covering procedures, specifications, schedules and work plans
- quality system documentation covering instructions, procedures, performance indicators and review processes
- cost minimisation/waste avoidance policies, procedures and practices
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution techniques
- types of electronic equipment and their application
- types of transport equipment and their application
- organisation order and inventory procedures and paperwork
- types of storage containers, including wooden crates, wire cages, wooden pallets and cardboard cartons
- identification of parts
- knowledge of international handling codes
- organisation packaging procedures
- handling and storage procedures for dangerous goods.

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
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 legislative, regulations, standards, codes of practice and establish safe practices and organisation policies and procedures for managing personal work priorities • maintaining a working knowledge of current work systems and practices • 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"> • achieving production goals • achieving work quality goals • responding positively to changing work requirements • contributing effectively to cost reduction initiatives • effectively applying problem solving techniques • modify activities to cater for variations in organisation context and environment • use transport equipment and tools to select and dispatch parts • apply organisation order and inventory procedures • identify and select parts • pack and dispatch parts • apply organisation OHS policy and procedures • maintain an effective, clean and safe work site • apply manual handling techniques.
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

EVIDENCE GUIDE	
	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 of organisation relevant contexts) together with application of underpinning knowledge• 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.

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>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 • quality assurance guidelines • quality and continuous improvement processes and standards • recording and reporting guidelines.
<p><i>Transport equipment</i> may include:</p>	<ul style="list-style-type: none"> • forklift • cranes • trolleys • stock pickers • conveyors.
<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>Sealing material</i> may include:</p>	<ul style="list-style-type: none"> • tapes • steel and nylon strapping tapes

RANGE STATEMENT	
	<ul style="list-style-type: none"> • staples.
<i>International handling codes</i> may include:	<ul style="list-style-type: none"> • fragile • use no hooks • this end up • do not drop.

Unit Sector(s)

Unit sector	Automotive Manufacturing
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Competency field

Competency field	Truck/Bus/Trailer Manufacture and Assembly
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Co-requisite units

Co-requisite units	Nil
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