



Australian Government

Department of Education, Employment and Workplace Relations

LMTCL2009B Despatch work

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to prepare finished works for despatch to customers or storage.

Application of the Unit

Application of the Unit

The unit applies to activities associated with preparing garments and associated items for despatch to customers or storage. It includes labelling and packing of items and completion of documentation.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control, and recycling

This unit requires the application of skills associated with planning and organising to package and despatch work. Problem solving skills are required to ensure packaging and labelling conforms to requirements and identify any problems. Communication skills are used to refer to and complete required documentation. Self management skills are used to ensure safe use of technology and conformance of own work to quality standards.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare workstation	1.1 Workbench and seating are set up according to <i>OHS practices</i> . 1.2 <i>Components</i> are laid out in correct proximity and sequence according to specifications.
2 Package work	2.1 Garment or article is checked against <i>specifications</i> to ensure item is correct and ready for despatch. 2.2 Tickets, labels and swing tags are attached as required. 2.3 Boxing, packing, bagging, folding and hanging are performed in accordance with environmental guidelines. 2.4 Faults are identified, reported and returned to appropriate section for repair according to quality standards. 2.5 OHS practices are followed. 2.6 Action is taken according to OHS practices to prevent accidents and to eliminate risks to personal safety.
3 Despatch completed work	3.1 Completed garments or articles are directed or transferred to required storage or despatch area. 3.2 Production and other records are completed.

Required Skills and Knowledge

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

Demonstrates knowledge of:

- quality standards and practices
- correct sequencing of components
- required packing and despatch procedures
- folding techniques
- industry and product processes and equipment
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- set up safe work area
- complete all required packing and despatch operations
- report and address faults appropriately
- receive, document and transfer information
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

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 the Training Package.

Critical aspects of evidence	Demonstrates skills and knowledge to: <ul style="list-style-type: none">• attach correct components to garments and articles• ensure finished garment meets specifications• deal with faults appropriately• prepare items for despatch or storage• package items• maintain accurate records
Consistency in performance	Consistently applies skills and knowledge when: <ul style="list-style-type: none">• organising work• completing tasks according to instructions• working systematically with attention to detail• identifying improvements and avoiding damage• using workplace practices• using OHS practices• recording and reporting accidents and incidents• assessing operational readiness of equipment• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.

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, if used 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.

All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

OHS practices	<p>OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices
Components may include	<ul style="list-style-type: none"> • tags • swing tickets • labels • completed garments • packaging materials • coat hangers • tape • plastic clothes covers
Specifications may include	<ul style="list-style-type: none"> • construction specifications • quality standards • customer order • despatch documentation

Unit Sector(s)

Sector Clothing Production