



Australian Government

Department of Education, Employment and Workplace Relations

TLID2019A Pack and unpack cartons during a removal

Release: 1

TLID2019A Pack and unpack cartons during a removal

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to pack and unpack cartons during a removal, including preparing for packing, packing and unpacking cartons, and completing packing/unpacking process. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be carried out in compliance with the relevant industry codes of practice for the packing and unpacking of cartons during a removal.

Work is performed under limited or minimum supervision generally within a team environment. It involves the application of the basic principles and routine procedures to the handling of furniture and effects in a range of furniture removal contexts.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare for packing	<p>1.1 Convenient, suitable and unrestricted work area is selected and prepared in consultation with the client for either packing or unpacking</p> <p>1.2 The items for removal are identified and the order of packing is determined in accordance with removals documentation</p> <p>1.3 Cartons, protective and other materials are selected and located in an accessible area</p> <p>1.4 Items ineligible for removal are identified in accordance with industry standards and company policy and appropriate action taken in consultation with client</p>
2 Pack and unpack cartons	<p>2.1 Items for removal are wrapped and packed in accordance with industry standards and company procedures</p> <p>2.2 Fragile or valuable items are specially wrapped and positioned in accordance with company procedures and industry standards</p> <p>2.3 Cartons are sealed and labelled in accordance with removals documentation and company procedures</p> <p>2.4 Cartons are unpacked and goods unwrapped and stored in accordance with removals documentation and company procedures</p> <p>2.5 Hazardous items are identified and appropriately transported</p>
3 Complete packing/unpacking process	<p>3.1 Used cartons are folded and removed and rubbish disposed of in accordance with company procedures</p> <p>3.2 All required removals documentation is completed in accordance with company requirements</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- OH&S procedures and guidelines concerning packing and unpacking of furniture and effects
- Risks when packing and unpacking furniture and effects during a removal and related precautions to control the risk
- Workplace procedures and policies for the packing and unpacking of furniture and effects
- Packing techniques for various types of furniture and effects
- Packing materials and tools

REQUIRED KNOWLEDGE AND SKILLS

- Insurance rights and responsibilities
- Housekeeping standards and procedures during a removal
- Methods of securing a load on a removal vehicle

Required skills:

- Communicate effectively with others when packing and unpacking furniture and effects during a removal
- Read and interpret instructions, procedures and information relevant to the packing and unpacking of furniture and effects during a removal
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the packing and unpacking of furniture and effects during a removal including the completion of labels and packing lists
- Work collaboratively with others when packing and unpacking furniture and effects during a removal
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when packing and unpacking furniture and effects during a removal in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected situations that may arise when packing and unpacking furniture and effects during a removal
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during the packing and unpacking of furniture and effects during a removal
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Operate and adapt to differences in furniture and effects in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

EVIDENCE GUIDE

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The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

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The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

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| Items to be packed/unpacked during a removal may include, for example: | <ul style="list-style-type: none"> • crockery • books • household effects and furniture • office effects and furniture • glassware • electrical/electronic equipment |
| Customers may be: | <ul style="list-style-type: none"> • internal or external |
| Operations may be conducted: | <ul style="list-style-type: none"> • in a range of work environments and weather conditions • by day or night |
| Work may be conducted in: | <ul style="list-style-type: none"> • restricted spaces • exposed conditions • controlled or open environments • a workplace, warehouse or depot • in a vehicle on the road • at a client's home/workplace |
| Furniture and effects to be packed/unpacked may require: | <ul style="list-style-type: none"> • special precautions |
| Hazards during the packing and unpacking of cartons may include: | <ul style="list-style-type: none"> • heavy items • fragile items • broken glass/crockery • dangerous goods |
| Depending on the type of organisation concerned and the local terminology used, workplace procedures may include: | <ul style="list-style-type: none"> • company procedures • enterprise procedures • organisational procedures • established procedures |
| Personal protective equipment may include: | <ul style="list-style-type: none"> • gloves • safety footwear • safety glasses |
| Information/documents may include: | <ul style="list-style-type: none"> • industry codes for furniture removal operations • removals documentation • client instructions • workplace procedures and policies for packing and unpacking of cartons, including identifying, handling, wrapping and packing various types of items • codes of practice including the National Standards for Manual Handling and the Industry Safety Code |

RANGE STATEMENT

Applicable regulations and legislation may include:

- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- quality assurance procedures
- emergency procedures
- relevant state/territory environmental protection legislation
- relevant state/territory OH&S legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field D - Load Handling