



Australian Government

Department of Education, Employment and Workplace Relations

CPCCJN2003A Package manufactured products for transport

Release: 1

CPCCJN2003A Package manufactured products for transport

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit specifies the outcomes required to use appropriate types of packaging systems to protect finished products from damage during transportation.

Application of the Unit

Application of the unit This unit of competency supports the achievement of skills and knowledge to package manufactured products for transport, which may include working with others and as a member of a team.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
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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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare.	<p>1.1. Work instructions and operational details are obtained using relevant <i>information</i>, confirmed and applied for planning and preparation purposes.</p> <p>1.2. <i>Safety (OHS)</i> requirements are followed in accordance with safety plans and policies.</p> <p>1.3. Signage and barricade requirements are identified and implemented.</p> <p>1.4. Tools and equipment selected to carry out tasks are consistent with job requirements, checked for serviceability and any faults are rectified or reported prior to commencement.</p> <p>1.5. Material quantity requirements are calculated in accordance with plans, specifications and <i>quality requirements</i>.</p> <p>1.6. <i>Materials to be packaged</i> appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</p> <p>1.7. <i>Environmental requirements</i> are identified for the project in accordance with environmental plans and <i>statutory and regulatory authority</i> requirements, and are applied.</p>
2. Identify and select appropriate packaging.	<p>2.1. <i>Packaging materials</i> are selected to supervisor's instructions and job specification.</p> <p>2.2. Wrapping, enclosing and packaging techniques are identified.</p> <p>2.3. Special items in bulk, finish or value are identified for special packaging requirements.</p>
3. Prepare for handling and transporting manufactured products.	<p>3.1. <i>Packaging processes</i> are carried out to enclose and protect item or unit for handling and transporting.</p> <p>3.2. Loose packaging, such as cover sheets and packaging cushions, is selected for transporting.</p>
4. Undertake appropriate handling and transporting techniques for manufactured products.	<p>4.1. Special packaging, if required, is obtained and used.</p> <p>4.2. Packaged units are covered for transportation.</p> <p>4.3. Loaded units are packed and secured for transportation.</p>
5. Clean up.	<p>5.1. Area is cleaned and waste material removed.</p> <p>5.2. Tools and equipment are cleaned, maintained and stored.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems
- communication skills to:
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - follow instructions
 - use and interpret non-verbal communication
 - use language and concepts appropriate to cultural differences
- innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action
- numeracy skills to apply measurements and calculations
- planning and organisational skills to identify requirements, apply relevant resources and sequence tasks
- problem solving skills to recognise and take action to rectify minor faults and problems
- teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities.

Required knowledge

Required knowledge for this unit is:

- basic packaging techniques
- construction products and their protection requirements
- materials handling related to work orientation
- measurement and calculations related to packaging products
- organisation's quality assurance requirements
- transporting techniques
- types of packaging materials and packaging systems
- workplace safety requirements.

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

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

A person who demonstrates competency in this unit must be able to load and package products for transportation, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- comply with organisational policies and procedures, including quality assurance requirements within the context of protecting finished products
- select and use appropriate handling techniques to minimise opportunity of damage to material surface
- demonstrate safe and effective application of at least two types of packaging processes of products
- adopt and apply effective loose packaging to packaged material for transportation
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workplace operations.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

EVIDENCE GUIDE

Resource implications for assessment include:

- packaging systems appropriate to proposed tasks
- workplace operations
- tools and equipment relevant to proposed activities
- finished products
- packaging and packing materials.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm a reasonable inference that competency is not only verified under the particular assessment circumstance, but is able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability

EVIDENCE GUIDE

and applied knowledge

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should, as far as is practical, take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

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. 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) may also be included.

Information includes:

- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions, where specified
- material safety data sheets (MSDS)
- memos
- regulatory and legislative requirements pertaining to packaging manufactured products for transport
- relevant Australian standards
- safe work procedures relating to packaging manufactured products for transport
- signage
- verbal, written and graphical instructions

RANGE STATEMENT

Safety (OHS) is to be in accordance with state and territory legislation and regulations and project safety plan and may include:

- work bulletins
- work schedules, plans and specifications.
- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- hazard control
- hazardous materials and substances
- organisational first aid
- PPE prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
 - concealed services (water, power and gas)
 - lighting
 - restricted access barriers
 - traffic control
 - work site visitors and the public
 - working at heights
 - working in confined spaces
 - working in proximity to others
- use of firefighting equipment
- use of tools and equipment
- workplace environmental requirements and safety.

Quality requirements include:

- control of handling procedures
- packaging and protection of products
- quality of materials
- use and maintenance of equipment
- workplace operations and procedures.

Materials to be packaged include:

- aluminium
- glass
- steel
- stone
- timber.

Environmental requirements include:

- clean-up management
- dust and noise
- stormwater protection
- waste management.

Statutory and regulatory

- federal, state and local authorities

RANGE STATEMENT

- authority*** includes: administering applicable Acts, regulations and codes of practice.
- Packaging materials*** include:
- bubble wrap
 - pallet wrapping
 - polystyrene foam moulding
 - shrink packaging
 - stretch wrap.
- Packaging processes*** include:
- banding applied to stacks/bundles to maintain stack stability
 - boxes/crates constructed to enclose and protect unit or components
 - separation packing applied to stacked or bundled components
 - vacuum sealing applied to stacks, bundles or units to designed packaging process.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area