



**Australian Government**

# **CPPSIS2016 Assist with load transfers**

**Release: 1**

# CPPSIS2016 Assist with load transfers

## Modification History

Release 1.

Replaces superseded non-equivalent CPPSIS2016A Assist with load transfer.

This version first released with CPP Property Services Training Package Version 3.

## Application

This unit of competency specifies the outcomes required to assist team members to load, unload and transfer goods and personnel to a work site. The unit covers following procedures and instructions to select equipment to assist loading activities. It also covers complying with legal requirements relating to the transport and handling of hazardous materials, and to load mass, restraint and protection. The unit requires the ability to follow instructions and communicate with team members to clarify work tasks and seek assistance.

The unit supports those who work under direct supervision in a surveying and spatial information services team, in a range of work sites and positions, such as field hands and data collection assistants.

Licensing, legislative, regulatory or certification requirements concerning the loading and unloading of goods, including mass and loading regulations dealing with over-size and over-mass permits, apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

## Pre-requisite Unit

Nil

## Unit Sector

Surveying and spatial information services

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

- |                               |   |
|-------------------------------|---|
| 1. Prepare for load transfer. | 1.1. Load transfer work tasks are clarified with <b><i>appropriate persons</i></b> .                      |
|                               | 1.2. Loading and unloading plans are followed to ensure efficiency and safety according to organisational |

- requirements.
- 1.3. Type and nature of load are checked in consultation with appropriate persons to ensure even and legal distribution according to organisational requirements.
2. Assist with loading and unloading.
    - 2.1. Instructions are followed to assist with loading and unloading activities in a safe and efficient manner, taking into account suitable locations, stowage and balance of remaining load.
    - 2.2. **Lifting aids and equipment** are selected and used to assist loading and unloading according to organisational procedures and safety requirements.
    - 2.3. Instructions are followed to secure and protect load using correct load restraint methods and according to organisational requirements.
    - 2.4. Goods that require special handling are identified and procedures followed to complete required records according to organisational requirements.
  3. Finalise load transfer activities.
    - 3.1. Documentation relating to own role is completed according to organisational requirements.
    - 3.2. Aids and equipment used in the load transfer process are cleaned and stored according to organisational procedures.

## Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

<b>Skill</b>	<b>Performance feature</b>
Numeracy skills to:	<ul style="list-style-type: none"> <li>• apply basic computations relating to load mass, size and weight</li> <li>• check size, weight and shape of load against legal and safety guidelines.</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>• ask questions to clarify work task requirements</li> </ul>

- skills to:
- receive and relay information clearly using a two-way radio.
- Reading skills to:
- recognise and understand Australian Dangerous Goods (ADG) markings and HAZCHEM signs.
- Writing skills to:
- record clear and accurate load details using organisational proformas.

## Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

- Appropriate persons*** must include at least one of the following:
- experienced colleague
  - supervisor or line manager.

- Lifting aids and equipment must include at least one of the following:***
- block and tackle
  - hoist
  - hydraulic lift
  - jack
  - stacker.

## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>