



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FPICOT2201B Stack and bind material**

**Release: 1**

## **FPICOT2201B Stack and bind material**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to stack material and apply strapping and wrapping. The unit includes the manual building of packs, and problem identification and reporting

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPICOT2201A Stack and bind material

### **Application of the Unit**

#### **Application of the unit**

The unit involves stacking and binding material in a forest products factory setting

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

### **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 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. Identify material	<p>1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to stacking and binding material are identified and followed</p> <p>1.2. <i>Work order</i> is reviewed and clarified with <i>appropriate personnel</i></p> <p>1.3. <i>Materials</i> for packing are <i>identified</i> in line with site standards and procedures</p> <p>1.4. Materials and pack are <i>inspected and checked for grading, labelling</i> and quality in line with site procedures</p> <p>1.5. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Build packs manually	<p>2.1. Packs are <i>built</i> and <i>bearers checked</i> in line with OHS requirements, site procedures and environmental requirements</p> <p>2.2. Material is <i>confirmed</i> to meet labelled or expected content</p> <p>2.3. <i>Problems or faults</i> are identified and reported to supervisor in line with site procedures</p> <p>2.4. As directed by supervisor, material with faults and damaged/inconsistent bearers are <i>disposed of</i> in line with site procedures and environmental requirements</p> <p>2.5. Finished packs are <i>labelled</i> in line with site standards</p> <p>2.6. <i>Limitations</i> in building packs are identified and assistance is sought as required in line with site procedures</p>
3. Strap and wrap packs	<p>3.1. Finished packs are <i>strapped and wrapped</i> in line with OHS requirements and site standards and procedures</p> <p>3.2. <i>Straps are tightened</i> to prevent component slippage, strap breakage and damage in line with site procedures</p> <p>3.3. Area is regularly cleared of packing and loose material in line with site procedures and environmental requirements</p> <p>3.4. Strapping and wrapping waste material is minimised and <i>dealt with</i> in line with site procedures, manufacturer recommendations and environmental requirements</p> <p>3.5. Production and quality <i>records and reports</i> are</p>

**ELEMENT****PERFORMANCE CRITERIA**

completed in line with site standards and procedures

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

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

#### **Required skills**

- Technical skills sufficient to use and maintain relevant tools, machinery and equipment; efficiently and safely build, strap and wrap packs; identify acceptable bearers
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to follow legislation, regulations, standards, codes of practice and established safe practices and procedures for stacking and binding material; *confirm* appropriate labelling
- Numeracy skills sufficient to measure and allocate material sizes; estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to review and identify work requirements; identify problems and equipment faults; demonstrate appropriate response procedures

#### **Required knowledge**

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for stacking and binding material
- Environmental protection requirements, including the safe disposal of waste material (including preservative treated timber) and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for stacking and binding material
- Environmental risks and hazards
- Criteria for recycling and re-using material with faults
- Methods of visual estimation, grading, colour identification and tagging
- Industry standard cross sections and length dimensions and tolerances
- Industry standard cross section profiles and names
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their safe use, operation and maintenance

**REQUIRED SKILLS AND KNOWLEDGE**

- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

# 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

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently stack and bind material in line with site standards and organisational guidelines

### 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 of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to stacking and binding material
- following organisational policies and procedures relevant to stacking and binding material
- identifying materials using visual assessment or measurement processes to allocate standard sizes
- building packs manually following site standards for dimension, component numbers, end and vertical alignment, and bearer quality
- applying straps and wrapping to packs with a sufficient quality of tension and finish

### Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
  - workplace location or simulated workplace
  - materials and equipment relevant to undertaking work applicable to this unit
  - specifications and work instructions

## EVIDENCE GUIDE

### Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- 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
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

## 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.



## RANGE STATEMENT

**OHS requirements:**

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling, including shifting, lifting and carrying

**Environmental requirements may include:**

- legislation
- organisational policies and procedures
- workplace practices

**Legislative requirements:**

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

**Organisational requirements may include:**

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement

## RANGE STATEMENT

- processes and standards
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use, maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

**Work order** is to include:

- instructions for the stacking and binding of material

and may include:

- type
- size
- quantity
- grade
- instructions for the environmental monitoring of work and procedures
- environmental care requirements relevant to the work

**Appropriate personnel** may include:

- supervisors
- suppliers
- clients
- colleagues
- managers

**Materials** may include:

- sawn or dressed finish timber
- differing timber species
- preservative treated timber, including water-borne preservatives and light organic solvent preservatives (LOSP)
- panel types, including laminated veneer, chipboard, fibreboard, medium density fibreboard, and boards made from material other than wood
- panels with various treatments, coatings and hardware items
- cross sections and sizes to be stacked, which may include:
  - timber with rectangular and common profile cross sections with industry standard dimensions

## RANGE STATEMENT

- panels with industry standard thickness and sheet dimensions and hardware sizes as necessary to differentiate between separate stock items
- Identified** may include:
- identifying industry standard sizes by visual estimate or using a measuring tool or other scale
  - identifying industry standard thickness, diameter and cross section by visual estimate or using a measuring tape or gauge
- Inspected and checked for grading and labelling* may include:
- visual estimation
  - confirmation of stress-grading
  - identification and categorisation of standard cross sections and length
  - profile
  - colour identification
  - general information about labelling and tagging
  - pack quality
- Communication** may include:
- verbal and non-verbal language
  - constructive feedback
  - active listening
  - questioning to clarify and confirm understanding
  - use of positive, confident and cooperative language
  - use of language and concepts appropriate to individual social and cultural differences
  - control of tone of voice
- Built** relates to:
- building packs from identified material, with required dimensions or number of components, with ends aligned and sides vertical
- Bearers checked** relates to:
- placing specified bearers and spacing sticks squarely, evenly and consistently
  - checking bearers for consistent thickness and damage
- Confirmed** may include:
- material of consistent type, section and length
- Problems or faults** may include:
- identifying and separating material with apparent faults
  - pack quality

## RANGE STATEMENT

- Disposing of** may include:
    - damaged or inconsistent bearers
    - recycling material with faults and damaged or inconsistent bearers
    - re-using material with faults and damaged or inconsistent bearers
    - redirecting material with faults and damaged or inconsistent bearers for energy recovery
  - Labelled** relates to:
    - identifying packs with written information or completed tags
  - Limitations** may relate to:
    - job role and responsibilities
    - own competency level
    - industry requirements
    - own understanding of risk identification processes
    - own interpretation of maps, legislation, regulations and procedures
    - OHS requirements
    - legal responsibilities
  - Strapped and wrapped** may include:
    - applying protective strips to packs
    - applying wrapping to packs
    - placing and finishing wrapping to prevent water penetration during storage and transportation
  - Straps are tightened** using:
    - hand-held equipment to a sufficient tension to prevent slippage and damage
  - Dealing with** may include:
    - recycling bracing and strapping waste
    - sending bracing and strapping waste to landfill
  - Records and reports** may include:
    - product type and size
    - inspection information
    - grading and labelling outcomes
    - quality outcomes
    - hazards
    - incidents
    - equipment malfunctions
- and may be:
- manual
  - computer-based system
  - other appropriate organisational communication system

## **Unit Sector(s)**

Not Applicable

## **Competency field**

<b>Competency field</b>	Common Technical
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