



**Australian Government**

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

# **FPICOT2231B Pack products**

**Release: 1**

## **FPICOT2231B Pack products**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to plan and pack routine and special orders, and to modify routine orders in readiness for despatch to customers

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 FPICOT2231A Pack products

### **Application of the Unit**

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The unit involves packing products 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. Prepare for packing	<p>1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to packing <i>products</i> are identified and followed</p> <p>1.2. Number of items, type of material to be packed, and method of <i>transport</i> are selected from <i>work orders</i> in line with site procedures</p> <p>1.3. Material to be packed is assessed for strength, flexibility and liability to damage during the packing process or when being moved</p> <p>1.4. Planned pack sizes and weights are consistent with <i>handling systems</i> at despatch and delivery site</p> <p>1.5. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Pack orders	<p>2.1. <i>Packing material</i> is selected to suit the specific order requirements</p> <p>2.2. Standard site <i>packing methods</i> that meet relevant regulations and site requirements are applied in line with site procedures</p> <p>2.3. <i>Stacking, bracing and strapping</i> methods are selected to provide strength and minimise damage during transport</p> <p>2.4. <i>Labelling</i> methods are selected and applied in line with site procedures</p> <p>2.5. Bracing and strapping waste material is minimised and <i>dealt with</i> in line with site procedures, manufacturer recommendations and environmental requirements</p>
3. Modify packing of routine orders	<p>3.1. <i>Changes</i> to type or quantity of material to be packed are assessed</p> <p>3.2. Transport or packing methods are reviewed or altered</p> <p>3.3. Pack <i>handling problems</i> or material damage as a result of changes are reported and corrected</p> <p>3.4. Changes resulting in potential major problems are reviewed with the customer</p>

## 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 pack products
- Communication skills sufficient to follow legislation, regulations, standards, codes of practice and established safe practices and procedures for packing products; use appropriate communication and interpersonal techniques with colleagues and others; locate and report information
- Literacy skills sufficient to follow legislation, regulations, standards, codes of practice and established safe practices and procedures for packing products
- Numeracy skills sufficient to measure, estimate 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 packing products
- Environmental protection requirements, including the safe disposal of waste material, and the minimisation of carbon emissions
- Organisational and site standards, requirements, policies and procedures for packing products
- Environmental risks and hazards
- Criteria for recycling and re-using bracing and strapping waste material
- Characteristics of pack shift and movement
- Products and their use
- Packing sequences and weight distribution
- Packing methods and applications
- 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 and maintenance
- 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 plan for and pack products according to organisational requirements

### 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 packing products
- following organisational policies and procedures relevant to packing products
- planning for and packing products in line with work order, customer requirements, site procedures and regulations
- stacking, bracing, strapping and labelling packs of products in line with organisational requirements and OHS regulations

### 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

### Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and

## EVIDENCE GUIDE

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. **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.

**OHS requirements:** are to be in line with applicable commonwealth, state or territory legislation and regulations, and

## RANGE STATEMENT

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
- legislation
- organisational policies and procedures
- workplace practices

**Environmental requirements may include:**

**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 processes and standards
- OHS, emergency and evacuation procedures



## RANGE STATEMENT

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

**Products** may include:

- packs of timber
- pallets
- crates
- trellises
- trusses
- stairs
- doors
- windows
- frames
- beams

**Transport** may include:

- trucks
- vans
- utilities
- trains
- planes
- ships

**Work order** is to include:

- instructions for the packaging and despatch of timber and timber products from the work site

and may include:

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

**Handling systems** are to include:

- hydraulic hoists
- truck-mounted loading cranes
- trolley jacks
- fork lifts

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- gantry cranes
  - loaders
- 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
- Packing material** may include:
- boxes
  - pallets
  - bearers
  - braces
  - spacers
  - wrapping
  - strapping
- Packing methods** may include:
- manual loading
  - mechanical loading
  - mechanical lifting equipment, which may include:
    - fork lifts
    - slings
    - trolley jacks
    - gantry cranes
    - hydraulic hoists
    - truck mounted loading cranes
    - loaders
  - manual lifting, such as involving two or more personnel to lift materials manually or to guide the movement of mechanical equipment
- Stacking** may include:
- preparing for transport
  - categorising in common size and shape
  - marking lots in line with work order and site requirements
  - locating so as not to block access or passage
- Bracing** may be fixed to secure the packed product in alignment and square during transportation and to

## RANGE STATEMENT

prevent movement or sliding

**Strapping** may include:

- securing bundles with metal or plastic strap
- tightening and tensioning using hand-held equipment or automated strapping machines to prevent slippage without risk of strap breakage or damage to products

**Labelling** may include:

- client identification
- destination
- address
- contents
- special instructions
- handling instructions

**Dealing with** may include:

- recycling bracing and strapping waste material
- re-using bracing and strapping waste material
- redirecting bracing waste material for energy recovery
- sending bracing and strapping waste to landfill

**Changes** may include:

- special orders, which include specially manufactured items that may require unusual packing requirements

**Handling problems** may include:

- overweight packs
- oversize packs
- weight distribution or balance problems
- damage to goods
- product or equipment malfunction

## Unit Sector(s)

Not Applicable

## Competency field

**Competency field**

Common Technical