



**Australian Government**

# **FWPCOT2210 Tally material**

**Release: 1**

## FWPCOT2210 Tally material

### Modification History

| Release | Comment  |
|---------|--|
| 1       | Replaces superseded equivalent FPICOT2210B Tally material, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.<br><br>This is the first release of this unit in the new standards format. |

### Application

This unit of competency describes the outcomes required to prepare and record manual or electronic tallies of finished packs of material. Work is completed in a forest products factory setting.

The unit applies to production worker, sawmill worker, manufacturing assistant, timber products worker.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

### Pre-requisite Unit

Nil

### Unit Sector

Common Technical; applies across sectors

### Elements and Performance Criteria

| ELEMENTS   | PERFORMANCE CRITERIA   |
|--|--|
| <i>Elements describe the essential outcomes.</i> | <i>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.</i> |
| 1. Prepare for tallying                          | 1.1 Review work order and where required check with appropriate personnel.<br><br>1.2 Identify location of material to be tallied; arrange access in line with organisational procedures.              |

| ELEMENTS                        | PERFORMANCE CRITERIA   |
|---------------------------------|--|
|                                 | 1.3 Select and use suitable tallying and personal protective equipment.<br>1.4 Plan tallying activities in line with work order and to ensure continuous workflow.   |
| 2. Record piece or pack details | 2.1 Count pieces or packs and legibly and accurately record in line with organisational formats.<br>2.2 Clear work area regularly to maintain a safe and efficient workflow.<br>2.3 Monitor and replace supply of tally sheets, bar coding material or other documents.<br>2.4 Check packs to ensure conformance with relevant specifications.<br>2.5 Identify operational problems, non-conformances and damaged material and report to appropriate personnel.<br>2.6 Accurately record and report tallying results in line with organisational procedures. |

## Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

|                                    |   |
|------------------------------------|---|
| Numeracy skills to:                | <ul style="list-style-type: none"> <li>• count numbers of pieces and packs</li> <li>• complete routine calculations for timber volumes or lineal metres in a pack</li> <li>• input accurate numerical data for routine tallying records and reports.</li> </ul> |
| Oral communication skills to:      | <ul style="list-style-type: none"> <li>• ask open and closed probe questions and actively listen to clarify contents of work orders</li> <li>• make accurate verbal reports on operational problems.</li> </ul>   |
| Reading skills to:                 | <ul style="list-style-type: none"> <li>• interpret:</li> <li>• organisational procedures</li> <li>• work orders.</li> </ul>   |
| Writing skills to:                 | <ul style="list-style-type: none"> <li>• complete accurate basic records of tallying results and non-conformant and damaged packs.</li> </ul>   |
| Planning and organising skills to: | <ul style="list-style-type: none"> <li>• complete tallying activities in a logical and time-efficient sequence using work order to guide activities.</li> </ul>   |

|                            |   |
|----------------------------|---|
| Problem-solving skills to: | <ul style="list-style-type: none"><li>• recognise operational problems, non-conformances and damaged material and resolve by reporting.</li></ul> |
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## Range of Conditions

Not Applicable

## Unit Mapping Information

FPICOT2210B Tally material

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>