



Australian Government

FWPCOT2260 Tally material

Release: 1

FWPCOT2260 Tally material

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare and record manual or electronic tallies of finished material packs and contents of their individual pieces.

The unit applies to production workers, sawmill workers, manufacturing assistants and timber products workers who undertake specified activities under the instruction of more experienced workers.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

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.</i>
1. Prepare for tallying	1.1 Determine job requirements from work order or instruction and, where required, seek clarification with appropriate person 1.2 Identify location of material to be tallied and arrange access according to workplace procedures 1.3 Select tallying tools according to materials being tallied and workplace procedures 1.4 Identify and control workplace hazards according to workplace

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	<p>safety procedures to ensure safety of self and others</p> <p>1.5 Select, fit and use personal protective equipment (PPE)</p> <p>1.6 Plan tallying activities according to work order, and to ensure continuous workflow</p>
2. Record piece or pack details	<p>2.1 Count pieces and packs and legibly and accurately record according to workplace procedures</p> <p>2.2 Clear work area regularly according to workplace safety and environmental requirements to maintain a safe and efficient workflow</p> <p>2.3 Monitor and replace supply levels of tally sheets, bar coding material or other tallying documentation</p> <p>2.4 Check packs to ensure conformance with quality specifications and work orders</p> <p>2.5 Identify non-conforming or and damaged material, and report to appropriate personnel</p> <p>2.6 Record and report tallying results manually or electronically according to workplace procedures</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> Identify and interpret essential tallying information from workplace procedures and work orders
Oral communication	<ul style="list-style-type: none"> Ask questions and actively listen to clarify work orders or instructions Use clear and concise language and industry and workplace specific terminology when reporting operational or product issues
Numeracy	<ul style="list-style-type: none"> Count and tally numbers of product pieces and packs Complete routine tallying for timber volumes or lineal metres in a pack Input accurate numerical data for routine tallying records and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2260 Tally material	FWPCOT2210 Tally material	Minor grammatical and editorial changes to Application and Performance Criteria Foundation Skills reviewed Assessment Requirements reviewed and updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>