



Australian Government

Department of Education, Employment and Workplace Relations

LMTEW2015A Perform wool store operations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to perform wool receivals, storage, despatch and distribution operations.

Application of the Unit

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This unit applies to materials handling, stores procedures including receipt and despatch, and distribution. Work is conducted under routine supervision with the exercise of initiative, discrimination and judgement. Occasional supervision of other personnel may be required.

Work conducted in a variety of environments, such as:

- operational workplace activities
- restricted space
- hazardous, controlled or exposed conditions

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of skills associated with communicating and documenting storage information as well as monitoring quality of wool bale storage and movement. It requires an ability to recognise and act on any quality problems and safely and effectively use storage equipment.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Perform receipt, despatch and distribution procedures	<ul style="list-style-type: none">1.1 Baled wool is moved, placed and stacked in a safe manner following regulatory requirements and workplace standard procedures1.2 Bales are placed and removed from and between vehicles, plant and storage areas using correct <i>equipment</i> and workplace standard procedures1.3 Bales are placed in correct areas1.4 Work area and equipment are cleaned and maintained to meet workplace and <i>OHS practices</i>1.5 Equipment is prepared, started and used in accordance with all safety and workplace standard procedures1.6 Equipment is stopped or shut down in accordance with all safety and workplace standard procedures1.7 Areas for marshalling and processing are identified1.8 Instructions, signs or labels for designated batches or specified purposes are correctly followed1.9 Minor maintenance and cleaning are performed in accordance with manufacturer specifications and workplace procedures
2 Monitor quality	<ul style="list-style-type: none">2.1 Procedures for the identification of incoming and outgoing bales are applied2.2 Procedures for the storage and movement of product are identified and applied2.3 Any deviations from normal are recognised, isolated and reported2.4 Environmental requirements and procedures concerned with waste, pollution and recycling of materials are correctly applied at all stages of the process
3 Communicate store information	<ul style="list-style-type: none">3.1 Paperwork from drivers and workplace personnel is collected, interpreted and applied3.2 Information regarding operations in work area is correctly relayed to and from other operators, shifts and supervisory personnel3.3 Documentation is correctly interpreted and records of receipts, despatch and movement correctly completed according to statutory requirements and workplace standard procedures

Required Skills and Knowledge

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

Demonstrates knowledge of:

- relevant machine or equipment principles and operation
- relevant materials handling procedures
- quality standards, particularly regarding condition of goods and materials
- safety and environmental aspects of relevant workplace processes
- general housekeeping policies and procedures
- planning and procedures for maintenance of work area
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- load and unload materials
- document and transfer information
- read, interpret, and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Critical aspects of evidence to be considered	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none">• comply with all relevant safety requirements• interpret and apply information contained in work orders and instructions, cart-notes, dockets, signs, labels, tags and other relevant sources• identify bales, materials, equipment and products• monitor quality (ie condition) of all bales, materials, equipment, and products handled, and report irregularities• handle, transport, stack, and store; bales, materials, equipment, and products• operate relevant goods and materials handling equipment• identify areas used for marshalling and processing• perform operator maintenance of handling equipment and work area• complete all relevant documentation and communicate work related information
Consistency in performance	<p>Consistently applies skills and knowledge when:</p> <ul style="list-style-type: none">• organising work• completing tasks• identifying improvements• using workplace practices• using OHS practices• recording and reporting accidents and incidents• assessing operational readiness of equipment used and work processes• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions• completing work systematically with attention to detail without damage to goods and equipment
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p>
Context for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment.</p>
Interdependent	<p>This unit may be assessed independently or in combination with</p>

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assessment other relevant units.

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. Add any 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.

Legislative/regulatory requirements All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Wool store operations may include

- loading, unloading, transporting and transferring products, materials and equipment
- storing products, materials and equipment
- completion of records and documents

Equipment may include

- hand trolleys
- pallet trucks
- load shifting equipment such as:
- forklifts
- overhead cranes
- front end loaders

OHS practices OHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- other OHS practices relevant to the job and enterprise

Unit Sector(s)

Sector Textile Production