



Australian Government

Department of Education, Employment and Workplace Relations

LMTLA2010A Prepare products for storage or despatch

Revision Number: 1

LMTLA2010A Prepare products for storage or despatch

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to compile, pack and consign orders according to transportation or storage requirements.

Application of the Unit

Application of the Unit This unit applies to packing, storage and despatch processes. It includes inspecting equipment prior to packing.

Operating procedures may relate to:

- packaging
- cleaning
- storage
- transport
- manual handling techniques
- safe use of machines and related equipment

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

This unit is applied according to OHS and workplace practices of the enterprise, 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 planning and organising activities for the despatch of laundry products. This unit also requires the ability to communicate and interpret information on despatch and storage requirements.

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 <i>Prepare product for despatch</i>	1.1 Records are checked, where relevant, to ensure requirements are met 1.2 Orders are compiled to customer specifications and requirements 1.3 Orders are coordinated to meet delivery or collection timetables 1.4 Schedules are monitored and adjusted in response to operational variations
2 Product is packed for delivery or collection	2.1 <i>Transport or storage equipment</i> is inspected prior to packing to ensure cleanliness specifications are met 2.2 Packing sequences and <i>OHS practices</i> are followed 2.3 Products are packaged to meet laundry and client requirements 2.4 Final inspection is assessed in accordance with quality standards 2.5 Packaging issues are identified and reported
3 Process orders and dockets	3.1 Despatch, storage and other related documentation is checked 3.2 Documentation is completed
4 Store products	4.1 Products are stored in an appropriate location in accordance with workplace procedures and AS 4146 4.2 Orders are assigned according to storage and transport requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level

Demonstrates knowledge of:

- procedures for packing and handling
- timetables for delivery and collection
- storage and despatch requirements
- safety and environmental aspects of related to workplace operation and manual handling, including consumable or hazardous materials
- workplace practices
- OHS practices, including hazard identification and control measures
- quality practices
- practices for recording and reporting

Demonstrates skills to:

- handle products appropriately
- select and use equipment
- meet customer and enterprise specifications/requirements
- locate and apply relevant information
- maintain quality requirements for each stage of the process
- apply defined procedures
- receive 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	Demonstrates skills and knowledge to: <ul style="list-style-type: none">• confirm requirements• prepare products for storage or despatch• pack products appropriately• compile orders for despatch
Consistency in performance	Consistently applies skills and knowledge when: <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	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with 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.
Prepare product may include:	<ul style="list-style-type: none"> • care requirements • packaging • correct labelling and identification
Transport or storage equipment may include:	<ul style="list-style-type: none"> • trolleys • bins • baskets • racks • vehicles • weighing machines • conveyor equipment • tying, wrapping, banding and hanging equipment (including heat shrink equipment) • auto ID equipment, bar coding equipment • folding equipment • shelving • cages • linen covers
OHS practices	<p>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:</p> <ul style="list-style-type: none"> • 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 Laundry Operations