



Australian Government

Department of Education, Employment and Workplace Relations

MEM11006B Perform production packaging

Release: 1

MEM11006B Perform production packaging

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers packaging and labelling of finished goods for storage or transport.
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Application of the Unit

Application of the unit	<p>This unit typically applies in a production/process environment. It would normally involve packing of finished goods, including assemblies, sub-assemblies, individual or multiple components. This unit is not intended to apply in situations where simple interim packing, storage and/or stacking are undertaken in context of a production function.</p> <p>Band: A</p> <p>Unit Weight: 2</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Undertake packaging	1.1. Packaging requirements are identified from instructions or determined by safety, storage conditions, site and legislative requirements. 1.2. Packaging is undertaken to standard operating procedures.
2. Label packaged items	2.1. Identification labels, tags and stickers are checked for correctness and appropriately placed/attached. 2.2. Packaged items are stored in a safe, orderly and retrievable manner and the location in the warehouse/store is recorded.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Look for evidence that confirms skills in:

- reading and interpreting routine information on written job instructions and standard operating procedures. May include simple drawings
- determining packaging requirements from safety, storage conditions, site and legislative requirements
- labelling packaged items
- handling and storing products
- using scanning devices, if required
- following oral instruction
- entering routine and familiar information on to proforma and standard workplace forms
- orally reporting routine information

Required knowledge

Look for evidence that confirms knowledge of:

- labelling procedures and standards
- storage and recording procedures
- use and application of personal protective equipment
- safe work practices and procedures

REQUIRED SKILLS AND KNOWLEDGE

- hazards and control measures associated with production packaging

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 undertake production packaging and labelling of items.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with production packaging or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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. 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.

Packaging requirements	<ul style="list-style-type: none"> • Packaging methods include manual processes, semi automatic and fully automated packaging equipment • Procedures undertaken include standards, codes, legislative, company and customer requirements • Packaging material is generally determined from instructions, written or verbal
Storage conditions, site and legislative requirements	As per legislative requirements e.g. dangerous goods and storage of poisons acts and regulations

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	Materials handling
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