



Australian Government

Department of Education, Employment and Workplace Relations

MSAPMSUP204A Pack products or materials

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This competency covers the packaging of products/materials to prepare them for despatch, warehousing, or storage. This competency is typically performed by operators or store personnel working either independently or as part of a work team.

Application of the Unit

Application of this unit

This competency applies to operators who package products and materials for despatch or storage. The key factors are correctly identifying the packaging requirements and using the technology required to package the goods/materials. It includes:

- identifying and interpreting the packaging requirements
- selecting the appropriate technology for packaging
- loading the product or material for on-forwarding
- packaging the load
- labelling the goods/materials after packaging.
- clearing up and leaving work area in a safe condition
- completing packaging documentation.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

This unit has **no** prerequisites.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT ELEMENT	PERFORMANCE CRITERIA Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Prepare goods/materials for packaging.	1.1 Interpret packaging specifications. 1.2 Interpret order packaging documentation. 1.3 Select appropriate technology for packaging goods/materials. 1.4 Identify packaging materials and match specifications.
2. Package finished products.	2.1 Identify the nature of the product or material and the particular handling requirements. 2.2 Conduct process according to production specifications and organisational procedures. 2.3 Conduct equipment start up and run operation as necessary. 2.4 Employ ancillary equipment as necessary and use safe working procedures.
3. Stack, label and store finished products.	3.1 Consult company warehouse schedule or manifest to determine product or material, delivery, or storage and location requirements. 3.2 Label or mark products or materials following workplace labelling standards. 3.3 Set up work area, handling and storage equipment taking account of safety and efficiency. 3.4 Store products where required making safe and efficient use of storage space. 3.5 Complete workplace records/documentation. 3.6 Attach invoices and picking slips (where required).
4. Clear work area.	4.1 Store unpacked products, products for packaging and handling equipment in appropriate areas. 4.2 Clean equipment and make ready for re-use. 4.3 Clean work area, making it safe and ready for the next user. 4.4 Report and document equipment faults.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit. Knowledge and understanding of the equipment and packaging processes sufficient to recognise potential problems and to take appropriate action.

Knowledge of organisation standard procedures and work instructions and relevant regulatory requirements, along with the ability to implement them within appropriate time constraints and in a manner relevant to the operation of the equipment and packaging process.

Competence includes the ability to apply and/or describe:

- packaging procedures and processes
- safe set up of individual work area
- storage requirements for safety and efficiency
- production workflow requirements for packaging
- packaging methods to minimise waste
- identification symbols
- correct OHS procedures
- approved hazard control and safety procedures and the use of PPE in relation to handling materials, equipment operation and cleanup
- waste management and importance of re-using non-conforming materials wherever possible
- correct selection and use of equipment, materials, processes and procedures
- distinguish between causes of faults such as products, equipment, packaging materials and items of equipment.

Competence also includes the ability to:

- plan own work, including predicting consequences and identifying improvements
- identify when the operator is able to rectify problems, when assistance is required and who is the appropriate source for assistance
- safely handle products and materials, read relevant safety information and apply safety precautions appropriate to the task
- distinguish between causes of problems such as packaging and labelling requirements and goods being damaged after packaging.

Language, literacy and numeracy requirements

This unit requires the ability to read and interpret typical product/material specifications, job sheets, procedures, material labels and safety information as provided to operators.

Writing is required to the level of completing workplace forms.

Basic numeracy is required, eg to determine that two 25 kg bags are needed to make up a requirement for 50 kg.

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 this Training Package.

Overview of assessment

A holistic approach should be taken to the assessment.

Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge. x

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential that competence is demonstrated in the ability to recognise and analyse potential situations requiring action and then in implementing appropriate corrective action.

Consistent performance should be demonstrated. For example, look to see that:

- packaging standards are met consistently
- procedures and work instructions are read and interpreted correctly
- problems are identified and action is taken (ie the problem is fixed or reported)
- all safety procedures are followed
- product/material damage due to handling errors is minimised
- mislabelling opportunities are minimised
- problems relating to work are diagnosed and solved or reported
- waste is minimised
- effective communication between team members, supervisors and other staff is maintained.

Assessment method and context

Assessment will occur using industrial equipment and will be undertaken in a work-like environment

Competence in this unit may be assessed:

- by observation over time on a processing plant
- by using a suitable simulation and/or a range of case studies/scenarios
- through a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required.

Where applicable, physical resources should include equipment modified for people with disabilities.

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. 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.

Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

Context

This competency applies to persons handling a range of products, materials technology and the varied range of process procedures within an organisation. It includes the operation of all relevant ancillary equipment.

The terms documentation, labels and records means any and all relevant information and data whether it is manual, paper based, electronic or verbal, either in person or by phone/radio.

Procedures

All operations are performed in accordance with procedures.

Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards. These may include:

- original manufacturer instructions and guidelines for the use of equipment
- relevant procedures relating to safe working practices prescribed for the equipment, product or material
- local OHS legislation and/or regulations
- site-specific instructions based on production requirements.

Tools and equipment

This competency may include use of equipment and tools such as:

- mobile plant/fork lifts
- manual handling equipment
- hand tools
- shrink wrappers
- tape machine labellers
- loose bulk packing equipment.
- computers, bar code readers
- bag filling equipment
- pallets
- wrapping machines
- personal protective equipment (PPE)
- distribution equipment including A-frames, stillages, containers, elevated platforms and communication equipment.

Hazards

Typical hazards may include:

- inappropriate movements and postures
- physical and atmospheric hazards of materials
- height or depth of storage receptacles
- stationary and moving machinery, parts or components
- noise, light, energy sources
- humidity, air temperature, radiant heat
- manual handling hazards.

Problems

'Respond to routine problems' means 'apply known solutions to a limited range of predictable problems'. Typical process and product problems may include:

- equipment malfunctions
- product specifications
- handling specifications
- insufficient space
- unusual size, shape or mass of products or materials
- insufficient goods to complete order
- conflicting priorities
- incomplete or incorrect paperwork.

Variables

Key variables to be monitored include:

- types of products or materials to be packed
- packing heights
- types of equipment
- types of workplace documentation
- atmospheric conditions
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Unit Sector(s)

Not applicable.