



Australian Government

MSTCL2009 Despatch work

Release: 1

MSTCL2009 Despatch work

Modification History

Release 1. Supersedes and is equivalent to LMTCL2009B Despatch work

Application

This unit of competency covers the skills and knowledge required to prepare finished works for despatch to customers or storage.

The unit of competency includes labelling and packing of items and completion of documentation.

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

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

Pre-requisite Unit

Nil

Competency Field

Clothing production

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Determine job requirements	1.1	Follow standard operating procedures (SOPs)
	1.2	Comply with work health and safety (WHS) requirements at all times
	1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
	1.4	Identify job requirements from specifications, drawings, job sheets or work instructions

- | | | | |
|---|--------------------------------|-----|---|
| 2 | Prepare workstation | 2.1 | Set up workbench and seating according to workplace procedures |
| | | 2.2 | Lay out components in correct proximity and sequence according to specifications |
| 3 | Package work | 3.1 | Check garment or article against specifications to ensure item is correct and ready for despatch |
| | | 3.2 | Attach tickets, labels and swing tags as required |
| | | 3.3 | Perform boxing, packing, bagging, folding and hanging in accordance with environmental guidelines |
| | | 3.4 | Identify faults, report and return to appropriate section for repair according to quality standards |
| 4 | Despatch completed work | 4.1 | Direct or transfer completed garments or articles to required storage or despatch area |
| | | 4.2 | Complete production and other records |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Workplace procedures include one or more of the following:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- SOPs
- 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
- WHS practices

Australian Standards include:

- the relevant industry or Australian Standards that are current at the time this unit is being undertaken

Components include one or more of the following:

- tags
- swing tickets
- labels
- completed garments
- packaging materials
- coat hangers
- tape
- plastic clothes covers

Specifications include one or more of the following:

- construction specifications
- quality standards
- customer order
- despatch documentation

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTCL2009B Despatch work

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>