



**Australian Government**

**Assessment Requirements for MSTGN2002  
Package and handle TCF items for storage  
or despatch**

**Release: 1**

# Assessment Requirements for MSTGN2002 Package and handle TCF items for storage or despatch

## Modification History

Release 1. Supersedes:

- LMTCL2014 Pack, store, handle and despatch headwear
- LMTDC2009A Prepare articles for storage or despatch
- LMTTF2003A Package and handle products for despatch

Not equivalent

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- preparing and maintaining work area, tools and equipment
- handling products or items safely, according to hygiene requirements and workplace procedures
- locating and interpreting specifications and confirming requirements of customer and enterprise
- operating manual or powered handling and packaging equipment
- folding, hanging and packing items as required for storage, collection, loading or delivery according to safety and workplace procedures for handling finished items, on at least two (2) occasions
- communicating appropriately with relevant personnel to report and respond to inconsistencies or other problems
- compiling and coordinating orders for storage and despatch
- complying with relevant federal and state or territory legislative or regulatory requirements
- documenting actions maintaining relevant work records in accordance with workplace procedures.

## Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- workplace or enterprise policies and procedures
- packing, processing, handling, storage and despatch procedures, such as:
  - product folding techniques
  - checking specifications and documentation

- consigning orders
- sequencing delivery points
- coordinating delivery and collection timetables
- quality standards
- work health and safety (WHS), hygiene and environmental aspects related to workplace operation and manual handling
- operating principles of product handling and packaging equipment
- the range of TCF products manufactured or serviced by the workplace, such as:
  - garments
  - accessories
  - millinery
  - laundry items
  - canvas and sail products
  - textiles
- relevant product specifications for identified workplace or job role
- environmental requirements of relevant industry sector and workplace procedures
- storage machines and equipment, such as:
  - manual and electrical packaging equipment
  - mechanical storage conveyors
  - static railing
- loading, delivery and pick-up procedures
- power sources, such as single phase, three phase and weather protected outlets
- workplace procedures
- practices for recording and reporting
- federal and state or territory legislative or regulatory requirements.

## **Assessment Conditions**

- Assessors must:
  - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
  - have vocational competency in packaging and handling TCF items for storage or despatch, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

## **Links**

Companion Volume implementation guides are found in VETNet -

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