



Australian Government

MSTGN2002 Package and handle TCF items for storage or despatch

Release: 1

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

Application

This unit of competency covers the skills and knowledge required to compile, pack and consign orders according to required handling and transportation process in textile, clothing and footwear (TCF) sectors, including clothing and textile production, dry cleaning and laundry operations.

This unit of competency applies to handling items and coordinating orders for delivery or collection or storage. The unit applies to a range of TCF sectors and the evidence requirements may focus on one or more industry sectors or workplace contexts.

This unit of competency is applicable to all sectors of the TCF industry.

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.

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

Pre-requisite Unit

Nil

Competency Field

Generic

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 to handle, package and store TCF items**
 - 2.1 Identify or confirm storage and handling requirements and workplace procedures
 - 2.2 Prepare work area, tools and equipment
 - 2.3 Check records to assist with process and confirm quality of items
 - 2.4 Identify the range of products or items manufactured or serviced by the workplace
 - 2.5 Locate, retrieve, lift and transport items, as required, using appropriate equipment and according to WHS and workplace procedures

- 3 **Prepare and package TCF items**
 - 3.1 Check product identification and add labels, tags and instructions, as required
 - 3.2 Fold, hang and pack items, as required, for storage, collection, loading or delivery according to WHS, hygiene and workplace procedures for handling finished articles
 - 3.3 Restrain products to prevent unfolding and seal or tie packaging, as required, for protection
 - 3.4 Compile orders to workplace and customer specifications and requirements
 - 3.5 Coordinate and sequence orders to meet delivery or collection timetable

- 4 **Store or despatch**
 - 4.1 Check specifications and documentation

- articles and maintain records**
- 4.2 Store items in an appropriate location ready for pick-up, loading or delivery
 - 4.3 Coordinate preparation and despatch of orders to meet delivery or collection timetables and workplace procedures
 - 4.4 Communicate appropriately with relevant personnel to deal with damaged or inferior products and resolve problems
 - 4.5 Complete relevant documentation and maintain 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
- PPE
- 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

Preparation of work area includes, but is not limited to, one or more of the following:

clearing and cleaning work area in preparation for packaging and handling process

examining tools and equipment damage, missing components or other defects (including frayed power cords where applicable)

checking extension power cables for knots and insulation damage

connecting electrical tools safely to power supply

using safety equipment during tool operation in accordance with WHS practices

Tools and equipment include, but are not limited to, one or more of the following:

- manual or powered conveyancing equipment
- manual or powered lifting and hoisting equipment
- trucks and other manual or powered equipment for transporting products
- manual or powered packaging equipment, including:
 - nailing
 - stapling
 - banding machines

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

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