



Australian Government

Assessment Requirements for MSTTF2001 Despatch products

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to LMTTF2001A Despatch products

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 and other reference material
- applying relevant standards
- locating and interpreting product specifications and descriptions
- folding or packing products according to specifications
- despatching products on at least three (3) occasions according to workplace procedures
- operating manual and powered handling, packaging and despatch equipment
- maintaining product handling and packaging equipment and work area
- applying quality standards relevant to handling, packaging and despatch procedures
- complying with all relevant safety requirements including safe use of manual and powered tools and equipment
- documenting actions taken and maintaining relevant work records according to workplace procedures
- reporting inconsistencies or other problems
- maintaining work area and handling and packaging equipment, so products can be prepared for despatch safely and efficiently.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- processes for packaging; including product folding techniques
- principles of operating product handling and packaging equipment
- the range products manufactured or serviced by the workplace
- specifications of relevant materials and equipment
- work health and safety (WHS) and environmental requirements of relevant industry and workplace procedures
- loading, delivery, and pick-up procedures
- power sources, such as single phase, three phase and weather-protected outlets
- general housekeeping policies and procedures
- WHS practices, including hazard identification and control measures

- quality practices
- workplace procedures
- practices for recording and reporting.

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 despatching products, 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.

Links

Companion Volume implementation guides are found in VETNet -

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