



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PMBPREP205C Assemble materials and equipment for production**

**Revision Number: 1**

## **PMBPREP205C Assemble materials and equipment for production**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This competency covers the interpretation of product specifications, selection of required materials and equipment, organising delivery and confirmation of material/equipment delivery to the production area in preparation for production.

This competency is typically performed by operators working either independently or as part of a work team.

### **Application of the Unit**

#### **Application of this unit**

This competency applies to operators who collect and prepare materials for the production process. The key factors are the delivery of the right material to the right place at the right time and ensuring there is no contamination of the materials.

It includes:

- checking job sheets for work requirements
- discussing work progress with other workers
- following approved hazard minimisation procedures for any hazards connected with materials and process, using work instructions, labels and materials safety data sheets, and in accordance with OHS legislative responsibilities
- collecting a range of materials and assembling them close to the start of the process and in the same sequence as the jobs are to be done
- moving the correct number of bags, drums, etc into the assembly area
- checking materials to ensure no contamination
- moving required materials into the right place by the right time.
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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

<b>ELEMENT</b> <b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> 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. Identify required materials and equipment.	1.1 Interpret product specifications. 1.2 Identify required materials, including additives. 1.3 Identify trade names for required product. 1.4 Determine quantity of materials required for product. 1.5 Identify required equipment including handling, control and material preparation equipment.
2. Locate materials and equipment.	2.1 Locate required materials, equipment and machinery. 2.2 Mark items off on check list as required. 2.3 Identify non-conformances and report as required. 2.4 Identify and prepare appropriate holding area.
3. Assemble materials and equipment.	3.1 Use good manual handling practices. 3.2 Follow required procedures, particularly OHS procedures, codes and practices. 3.3 Collect and organise materials in a manner that ensures storage compatibility. 3.4 Visually check materials according to enterprise requirements. 3.5 Collect holding sample according to enterprise requirements. 3.6 Record details of specification and sample as required.
4. Organise internal workplace delivery of materials/ equipment as required.	4.1 Organise placement of material to required locations using enterprise procedures. 4.2 Notify and confirm delivery as per enterprise requirements/procedures. 4.3 Follow workplace procedures as required by enterprise.
5. Store materials for production as required.	5.1 Identify storage requirements. 5.2 Check holding area conditions meet material requirements. 5.3 Store materials as required for production and to meet health and safety needs. 5.4 Complete required workplace documentation/ records.



## Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.

Application of knowledge of the materials, equipment and process sufficient to recognise out of specification products, processes and material faults.

Knowledge of organisation procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and work standards.

Knowledge of and skills in the assembling of materials and equipment sufficient for consistent production of quality products including:

- basic units of measurements such as additions, subtractions, divisions, fractions, percentages
- dial, scale and digital read-outs
- materials safety data sheets
- a limited knowledge and application of polymer materials
- definitions of thermoplastics and thermosetting materials
- trade names of common plastic materials
- formulas of common plastics
- end use examples of plastics, by type and common family names
- hazard and safety precautions for common polymer family characteristics; dangerous goods Act, regulations, as relevant
- Hazchem requirements as relevant to the job
- safe working practices in handling polymers
- PPE equipment requirements
- impact of incorrect or faulty materials
- production workflow sequences and materials demand
- focus of operation of work systems and equipment
- correct selection and use of equipment, materials, processes and procedures;
- hazards of the materials and process and appropriate hazard control procedures.

### Language, literacy and numeracy requirements

This unit requires the ability to read and interpret typical product 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, e.g. 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.

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

It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to:

- get the right materials to the right place, in the right quantity and at the right time
- ensuring there is no contamination
- placing (storing) them at the correct location in a safe manner.

Consistent performance should be demonstrated. For example, look to see that production standards are met consistently.

**Assessment method and context**

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

Competence in this unit may be assessed:

- on a processing plant, allowing for operation under all normal and a range of abnormal conditions
- in a situation allowing for the generation of evidence of the ability to respond to problems
  - 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 operators working either independently or as part of a work team.

**Procedures**

All operations are performed in accordance with procedures.

Procedures means all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

**Tools and equipment**

This competency includes use of equipment and tools such as:

- hand carts and trolleys
- knives and other bag opening equipment
- hoists/lifting equipment not requiring any special permits or licences
- bung spanners and similar
- basic hand tools required for opening of material packaging
- relevant personal protective equipment.

**Hazards**

Typical hazards include:

- spills dusts/vapours
- slip and fall, particularly due to spilt granules
- temperature
- hazardous substances
- moving equipment
- manual handling hazards
- knife hazards.

**Problems**

Respond to/rectify 'non-routine problems' means 'apply known solutions to a variety of predictable problems'. Typical process and product problems may include:

- equipment malfunction
- non-supply or incorrect supply of materials
- misreading labels or instructions
- variations in materials
- contamination of materials
- incorrect quantity of materials/additives.

**Variables**

Key variables to be monitored include:

- nature and type of materials
- nature and type of equipment
- power medium for equipment
- location of equipment
- material mass
- material handling equipment.
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**Unit Sector(s)**

Not applicable.