



Australian Government

PPMWAR202 Prepare and dispatch product

Release: 1

PPMWAR202 Prepare and dispatch product

Modification History

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

Application

This unit of competency describes the outcomes required to prepare and dispatch paper products from a paper manufacturing warehouse.

The unit applies to production support operators who carry out routine warehousing tasks in a paper manufacturing facility.

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

Pre-requisite Unit

Nil

Unit Sector

Warehousing and Dispatch (WAR)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for dispatch	1.1 Identify and confirm paper product order requirements 1.2 Plan and sequence work tasks according to delivery specifications, workplace procedures and work health and safety requirements 1.3 Identify health and safety hazards and report safety concerns 1.4 Select and fit personal protective equipment for the tasks 1.5 Select required packing materials and equipment and materials handling equipment for the task 1.6 Prepare and maintain work area for packaging and dispatch

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	according to housekeeping and environmental requirements
2. Prepare products for dispatch	2.1 Select and check products for dispatch, and check against labels and identification systems 2.2 Undertake operator-level quality assessments of goods for dispatch, and apply appropriate actions 2.3 Sort and assemble products according to delivery specifications 2.4 Place order in storage or dispatch zones according to delivery specifications 2.5 Check order against dispatch schedule and order form
3. Dispatch product	3.1 Communicate load and delivery requirements to transporter 3.2 Load product order for dispatch using required materials handling equipment 3.3 Identify and process damaged product during loading as required 3.4 Check and confirm the load is secure with transporter
4. Finalise documentation	4.1 Complete dispatch details according to workplace and transporter requirements 4.2 Attach security seals as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret information from workplace documentation and procedures
Writing	Complete forms and records accurately and legibly using industry terminology
Oral communication	Select and use appropriate and clear spoken communication strategies with work colleagues and other personnel on site
Numeracy	- Use measuring equipment to estimate volume and weight - Use simple mathematical calculations to prepare orders

Skill	Description
	Interpret numerical data on instruments, gauges and data recording equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMWAR202 Prepare and dispatch product	PPMWAR255 Prepare and dispatch product	Changes to elements, performance criteria, foundation skills, performance evidence and knowledge evidence Assessment conditions updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93>