



Australian Government

Department of Education, Employment and Workplace Relations

TLIA1107C Package goods

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to package goods in accordance with regulatory and workplace requirements including selecting materials, packing and unwrapping products, and labelling packaged products/loads to the required labelling standards.

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements concerning the packaging of goods.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and regulatory requirements to the packaging of goods as part of work activities in the warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

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

Elements and Performance Criteria

Element	Performance Criteria
1 Select materials and pack and unwrap products	1.1 Packaging specifications and order packaging documentation are correctly interpreted
	1.2 Appropriate packaging technology suitable for the goods to be packed is selected
	1.3 Packaging materials are identified and matched to specifications
	1.4 Work plan ensures materials are used economically and that appropriate packaging is used that minimises loss and damage in transit or storage
	1.5 Work is planned in accordance with OH&S requirements
	1.6 Completed packed goods are stacked to minimise damage from within and outside
2 Label packaged products/loads	2.1 Workplace labelling standards are identified
	2.2 Appropriate goods handling, labelling and other identification symbols are utilised
	2.3 Invoices and picking slips are attached (where required)
	2.4 Workplace documentation is completed

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

Australian and international codes and regulations relevant to the packaging of goods including the Australian Dangerous Goods Code (ADG Code)

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the packaging of goods

Focus of operation of work systems, equipment, management and site operating systems for the packaging of goods

Problems that may occur when packaging goods and appropriate action that can be taken to resolve the problems

Documentation requirements for the packaging of goods

Housekeeping standards procedures required in the workplace

Site layout and obstacles

Required skills:

Communicate effectively with others when packaging goods

Read and interpret instructions, procedures and labels relevant to the packaging of goods

Complete documentation related to work activities when packaging goods

Work collaboratively with others when packaging goods

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems, faults or malfunctions that may occur when packaging goods in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events that may occur when packaging goods

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Operate and adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Monitor performance of equipment when packaging goods

Check operation of packaging equipment in terms of service schedule and standard operating procedures

Select and use relevant communications, computing equipment and materials when packaging goods

Estimate the size, shape and special requirements of goods and loads

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

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.

Work may be conducted:	in a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Work may be conducted in:	restricted spaces exposed conditions controlled or open environments
Goods may involve:	special handling, storage and/or packaging requirements, including temperature controlled goods and dangerous goods
Hazards in the work area may include exposure to:	chemicals dangerous or hazardous substances movements of equipment, goods and materials oil or water on floor a fire or explosion damaged packaging or pallets debris on floor faulty racking poorly stacked pallets faulty equipment
Consultative processes may involve:	other employees and supervisors suppliers, customers and clients relevant authorities and institutions management and union representatives industrial relations and OH&S specialists other maintenance, professional or technical staff

Communication in the work area may include:

phone
electronic data interchange (EDI)
fax
email
internet
radio
oral, aural or signed communications

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

company procedures
enterprise procedures
organisational procedures
established procedures

Personal protective equipment may include:

gloves
safety headwear and footwear
safety glasses
two-way radios
high visibility clothing

Information/documents may include:

goods identification numbers and codes
manifests, picking slips, merchandise transfers, stock requisitions and bar codes
codes of practice and regulations relevant to the packaging of goods
Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
operations manuals, job specifications and induction documentation
manufacturers specifications for equipment
workplace procedures and policies
supplier and/or client instructions
dangerous goods declarations and material safety data sheets (where applicable)
award, enterprise bargaining agreement, other industrial arrangements
relevant Australian standards and

	certification requirements
	quality assurance procedures
	emergency procedures
Applicable regulations and legislation may include:	relevant codes and regulations for the packaging of goods
	Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
	Australian and International Dangerous Goods Codes
	Australian and International Explosives Codes
	licence, patent or copyright arrangements
	water and road use and licence arrangements
	export/import/quarantine/bond requirements
	marine orders
	relevant state/territory OH&S and environmental protection legislation
	workplace relations regulations
	workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

A - Handling Cargo/Stock