



Australian Government

Department of Education, Employment and Workplace Relations

AHCCOM302A Dispatch materials and composted product

Release: 1

AHCCOM302A Dispatch materials and composted product

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process organising and dispatching bagged and bulk compost products from the site and defines the standard required to: organise a loading site; correctly interpret dispatch orders; organise and coordinate loading; measure product quantity for dispatch; load correct product for dispatch.
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Application of the Unit

Application of the unit	This unit applies to an employee of an enterprise engaged in commercial-scale composting operations. It requires taking responsibility for work output with checking related to overall progress.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Organise for loading and dispatch of product	1.1. Dispatch order is obtained and reviewed for completeness. 1.2. Product dispatch requirements are checked with product and transport availability. 1.3. Request is made to designated personnel for specified quantity of specified product to be prepared and/or delivered to dispatch area. 1.4. Product dispatch is scheduled and confirmed with contractor or driver to ensure maximisation of load. 1.5. enterprise Occupational Health and Safety (OHS) and site policies and procedures. 1.6. Appropriate machinery, equipment and labour required for dispatch activity are identified and organised according to enterprise procedures. 1.7. Hazards are identified and controlled according to job requirements and enterprise procedures. 1.8. Emergency and Personal Protective Equipment (PPE) is selected and fitted according to job requirements, manufacturer specifications, OHS procedures and enterprise requirements.
2. Coordinate loading of product	2.1. Loading site is organised to ensure safe and efficient loading of product. 2.2. Products to be loaded and specific loading requirements are clearly communicated to drivers. 2.3. Signalling and instructions are provided to drivers to ensure safe and efficient loading. 2.4. Loading site is monitored to ensure compliance with loading instructions, containment of product within designated loading area, and availability of space for loading. 2.5. Product is accurately measured and loaded into dispatch vehicle according to enterprise procedures. 2.6. Product is recorded as loaded for dispatch according to enterprise requirements. 2.7. Load is checked to ensure that it is adequately covered, contained and/or secured according to enterprise and regulatory requirements. 2.8. Load is weighed to ensure dispatch order is met. 2.9. Driver is provided with load documentation and delivery note according to enterprise requirements.
3. Clean up loading area	3.1. Loader and vehicle hygiene are maintained between

ELEMENT	PERFORMANCE CRITERIA
	loads. 3.2. Area and equipment are monitored for cleaning and clearing to ensure safe and effective operation according to enterprise requirements.
4. Document product dispatch	4.1. Dispatch information is recorded accurately and promptly, and provided to sales office according to enterprise requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- demonstrating safe and efficient work practices
- operating load-shifting equipment
- organising a site
- using a computer to obtain and record dispatch information
- using PPE
- using signalling and communication techniques and equipment
- use literacy skills to read, interpret and follow organisational policies and procedures, follow sequenced written instructions, record accurately and legible information collected and select and apply procedures for a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required
- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- bulk density and moisture effects on weight and volume
- communication techniques and equipment
- customer service
- measurements, including weights, volumes and bucket volumes
- OHS requirements
- provisions of the Trade Practices Act in regard to weights and measurements of bulk product

REQUIRED SKILLS AND KNOWLEDGE

- relevant regulations governing site operation
- types and performance characteristics of vehicles and loading equipment used in a composting enterprise.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
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 workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • organise a loading site • correctly interpret dispatch orders • organise and coordinate loading • measure product quantity for dispatch • load correct product for dispatch.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Product types may include:	• composts • mulches • natural and blended soils for landscaping • potting mixes • soft fall or loose fill playground surfacing • soil conditioners • special purpose soils • various recycled organic products for a range of specialised applications.
Machinery and equipment used in product dispatch may include:	• calculator • communications equipment

RANGE STATEMENT	
	• hoppers and conveyors • load-shifting machinery • recording equipment • storage containers such as bins and skips • weighbridge.
Potential hazards may include:	• biological hazards • dust • electricity and overhead powerlines • ergonomic hazards associated with posture and vibration • exposure to loud noise and fumes • extreme weather conditions • hazardous substances such as: • fertiliser • fuel • oil • machinery, including hydraulics • mechanical malfunctions and exposed moving parts • oil and grease spills.

Unit Sector(s)

Unit sector	Composting
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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