



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT2210B Tally material

Release: 1

FPICOT2210B Tally material

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to prepare and record manual or electronic tallies of finished packs of material

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPICOT2210A Tally material

Application of the Unit

Application of the unit

The unit involves tallying material in a forest products factory setting

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for tallying	1.1. Applicable occupational health and safety (OHS), environmental, legislative and organisational requirements relevant to tallying material are identified and followed 1.2. Work order is reviewed and clarified with appropriate personnel 1.3. Suitable personal protective equipment and clothing are selected, used and maintained 1.4. Potential and existing risks and hazards in the work area are identified and controlled in line with site procedures, environmental and OHS requirements 1.5. Location of material to be tallied is identified and access arrangements are made in line with workplace procedures 1.6. Tallying procedures are planned in line with work order and to ensure continuous workflow 1.7. Communication with others is established and maintained in line with OHS requirements and site procedures
2. Record piece or pack details	2.1. Material is tallied in line with work order, environmental and OHS requirements and site procedures 2.2. Supply of tally sheets, bar coding material or other documents is monitored and replaced as required 2.3. Pieces or packs are counted, and legibly and accurately recorded in the required format 2.4. Packs are checked to ensure conformance to relevant specifications 2.5. Work area is regularly cleared to maintain a safe and efficient workflow in line with site procedures and environmental requirements 2.6. Operational problems, non-conformances and damaged material are identified and reported 2.7. Tallying results are accurately reported and recorded in line with site procedures and organisational requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- Technical skills sufficient to visually identify material and pack types; safely handle material to be tallied
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others; locate, record and report information
- Literacy skills sufficient to comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for tallying material; clearly and accurately record tallied details; interpret and apply common industry terminology
- Numeracy skills sufficient to accurately tally material; select appropriate mathematical processes to calculate timber volumes or lineal metres in a pack
- Problem solving skills sufficient to review and identify work requirements; identify problems; demonstrate appropriate response procedures

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for tallying material
- Environmental protection requirements, including the safe disposal of waste material and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for tallying material
- Hazards and risks associated with tallying material, including environmental hazards and risks
- Industry standard sizing and names for timber, timber profiles and boards
- Relevant packing standard specifications
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their safe use, operation and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

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

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently:

- measure and conduct tallies of different types of material
- record counts clearly and accurately according to organisational guidelines

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 of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to tallying material
- following organisational policies and procedures relevant to tallying material
- tallying material
- selecting and using appropriate mathematical procedures to calculate tallies
- accurately and clearly recording material tallies and maintaining workplace information

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

EVIDENCE GUIDE

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

RANGE STATEMENT

OHS requirements:

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- manual handling including shifting, lifting and carrying

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices

Legislative requirements:

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

Organisational requirements may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS, emergency and evacuation procedures

RANGE STATEMENT

- ethical standards
 - recording and reporting requirements
 - equipment use, maintenance and storage requirements
 - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Tallying** may be:
- manual (tally sheets)
 - electronic (bar coding)
 - for the purpose of cyclic or periodic stocktaking
- Material** may include:
- timber
 - hardware items and fittings, such as nail plates and fasteners
- Work order** may include:
- details of material to be tallied (product type or packs, categories of product)
 - access arrangements
 - instructions for the environmental monitoring of work and procedures
 - environmental care requirements relevant to the work
- Appropriate personnel** may include:
- supervisors
 - clients
 - colleagues
 - line management
- Personal protective equipment and clothing** may include:
- safety helmet
 - high visibility clothing
 - steel-capped boots
 - ear protection
 - gloves
 - eye protection
 - sun and wind protection
- Hazards** may include:
- repetitive movements in manual handling
 - excessive noise from machinery
 - timber or other debris cluttering work area
 - strapping
 - sharp edges
 - possibility of strap breaking while tensioning
- Access arrangements** include:
- advising appropriate personnel, including those working in the area, of location in which material will be tallied

RANGE STATEMENT

Communication may include:

- verbal and non-verbal language
- constructive feedback
- active listening
- questioning to clarify and confirm understanding
- use of positive, confident and cooperative language
- use of language and concepts appropriate to individual social and cultural differences
- control of tone of voice

Packs may include:

- random timber cross sections, lengths or panel sizes
- set timber cross sections, lengths or panel sizes

Records and reports may include:

- production records
- quality and accounting records
- tally sheets
- QA forms

and may be:

- manual
- computer-based system
- other appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field

Common Technical