



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT3245B Grade, sort and mark material

Release: 1

FPICOT3245B Grade, sort and mark material

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to visually evaluate material characteristics and features for classification into various strength or appearance grades. It includes sorting material into classifications, marking material in line with grade and distributing material on site

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 FPICOT3245A Grade, sort and mark material

Application of the Unit

Application of the unit

The unit involves grading, sorting and marking 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 grading, sorting and marking	1.1. Applicable occupational health and safety (OHS), environmental, legislative and organisational requirements relevant to grading, sorting and marking material are identified and followed 1.2. Work order is reviewed and clarified with appropriate personnel 1.3. Type and quantity of material to be graded, sorted and marked is acquired from the storage location 1.4. Equipment is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer recommendations 1.5. Grading, sorting and marking process is planned in line with site procedures 1.6. Communication with others is established and maintained in line with OHS requirements
2. Grade, sort and mark material	2.1. Requirements for material storage and subsequent processing operations are identified 2.2. Material characteristics and features of each piece are evaluated against industry standards for grade type 2.3. Moisture content is measured, recorded and reported in line with site procedures as required by the enterprise 2.4. Features are clearly marked for docking in line with site requirements 2.5. Material is graded, marked and sorted in line with grade classification, using markers or stickers that are clearly understood 2.6. Grading outcomes and distribution problems are recorded and reported in line with workplace procedures
3. Distribute material	3.1. Material is directed and moved to storage or processing operations in line with site requirements 3.2. Sub-standard material is rejected and disposed of in line with site requirements 3.3. On-site movement of material is monitored to ensure intended flow is achieved 3.4. Storage locations are labelled in line with site systems

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 use and maintain relevant tools, machinery and equipment; grade, sort and mark material
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others
- Literacy skills sufficient to record and report workplace information; maintain documentation
- Numeracy skills sufficient to measure, estimate and calculate time required to complete a task
- Problem solving skills sufficient to identify problems and equipment faults; 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 grading, sorting and marking material
- Environmental protection requirements, including the safe disposal of waste material (including preservative treated timber), and the safe use and storage of chemicals
- Organisational and site standards, requirements, policies and procedures for grading, sorting and marking material
- Environmental risks and hazards
- Criteria for recycling and re-using sub-standard material
- Using material effectively and efficiently
- Methods of visual estimation, grading, colour identification and tagging
- Sorting, marking and distribution processes
- Industry standard cross sections and lengths
- Storage systems and labelling procedures
- 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 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 grade, sort and mark material in line with organisational requirements

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 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 grading, sorting and marking material
- following organisational policies and procedures relevant to grading, sorting and marking material
- grading, sorting and marking a range of materials in readiness for storage and/or processing
- distributing material on site using designated equipment

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 follow 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

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

EVIDENCE GUIDE

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.

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:

RANGE STATEMENT

- 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
- safe forest practices, including required actions relating to forest fire
- 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
- ethical standards
- recording and reporting requirements
- equipment use, maintenance and storage

RANGE STATEMENT

	requirements
	• environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
Material may include:	• native timber species • imported timber species • dressed timber • in-the-rough timber • stress and non-stress graded timber • preservative treated timber • medium density fibreboard • laminated veneer • chipboard • plywood • fibreboard and other manufactured board products • coated and/or treated timber products • debarked logs
Work order is to include:	• instructions for receiving, despatching, grading, sorting and marking materials to and from the designated storage location or processing
	and may include:
	• type • size • quantity • instructions for the environmental monitoring of work and procedures • environmental care requirements relevant to the work
Appropriate personnel may include:	• supervisors • suppliers • clients • colleagues • managers
Storage locations may include:	• storage racks • storage bays • bins • stacks • pallet boxes

RANGE STATEMENT

- modularised storage components
- temporary stacking bays (stand, frame or ground)

and may be divided into:

- standard product classification
- product designation
- size
- dimension
- stack number
- weight
- grade
- shelf life
- stock rotation position

Equipment may include:

- moisture meters
- lifting equipment for the movement of material

Grading, sorting and marking may include:

- assessment of material for number and frequency of defects
- requirements for grade and disposition
- strength grades or appearance grades

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

Features may include:

- warp
- wane
- cupping
- shakes
- insect defects
- loose or missing knots
- resin pockets
- dents
- loose surface
- lifting coatings

RANGE STATEMENT

- poor adhesion
- thin or missing coatings
- chipped edges
- surface bubbles
- splits
- voids
- splintered or missing edges
- pin holes

Moisture content

is the amount of moisture maintained in timber or timber products after kiln drying or panel production to avoid cracking and deforming

Records and reports may include:

- product type and size
- inspection information
- grading and labelling outcomes
- storage locations
- quality outcomes
- hazards
- incidents
- equipment malfunctions

and may be:

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

Disposing of may include:

- recycling sub-standard material
- re-using sub-standard material
- redirecting sub-standard material for energy recovery

On-site movement of material may include:

assistance with lifting, such as:

- involving two or more personnel to lift materials manually or to guide the movement of mechanical equipment

the use of:

- conveyor belt systems
- track systems
- lifting equipment, such as fork lifts, slings, trolley jacks, gantry cranes and loaders

Unit Sector(s)

Not Applicable

Competency field

Competency field Common Technical