



Australian Government

FWPCOT2210 Tally material

Release: 1

FWPCOT2210 Tally material

Modification History

Release	Comment
1	Replaces superseded equivalent FPICOT2210B Tally material, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to prepare and record manual or electronic tallies of finished packs of material. Work is completed in a forest products factory setting.

The unit applies to production worker, sawmill worker, manufacturing assistant, timber products worker.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical; applies across sectors

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. Where bold italicised text is used, further information is detailed in the range of conditions.</i>
1. Prepare for tallying	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify location of material to be tallied; arrange access in line with organisational procedures.

ELEMENTS	PERFORMANCE CRITERIA
	1.3 Select and use suitable tallying and personal protective equipment. 1.4 Plan tallying activities in line with work order and to ensure continuous workflow.
2. Record piece or pack details	2.1 Count pieces or packs and legibly and accurately record in line with organisational formats. 2.2 Clear work area regularly to maintain a safe and efficient workflow. 2.3 Monitor and replace supply of tally sheets, bar coding material or other documents. 2.4 Check packs to ensure conformance with relevant specifications. 2.5 Identify operational problems, non-conformances and damaged material and report to appropriate personnel. 2.6 Accurately record and report tallying results in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Numeracy skills to:	- count numbers of pieces and packs - complete routine calculations for timber volumes or lineal metres in a pack - input accurate numerical data for routine tallying records and reports.
Oral communication skills to:	- ask open and closed probe questions and actively listen to clarify contents of work orders - make accurate verbal reports on operational problems.
Reading skills to:	- interpret: - organisational procedures - work orders.
Writing skills to:	complete accurate basic records of tallying results and non-conformant and damaged packs.
Planning and organising skills to:	complete tallying activities in a logical and time-efficient sequence using work order to guide activities.

Problem-solving skills to:	• recognise operational problems, non-conformances and damaged material and resolve by reporting.
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Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2210B Tally material

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPCOT2210 Tally material

Modification History

Release	Comment
1	Replaces equivalent FPICOT2210B Tally material, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- in line with an individual work order, complete tallying jobs of one or more of these materials:
 - timber
 - hardware items and fittings
 - packs of random timber cross sections, lengths or panel sizes
 - packs of set timber cross sections, lengths or panel sizes
- complete tally sheets or electronic record for each tallying job (depending on the workplace system being manual or electronic)
- complete records for non-conformances and damaged material identified during each tallying job.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- manual and electronic methods used to tally material in a forest products factory setting
- format, content and use of common industry and organisation specific documents used to record and report tallies
- industry standard sizing and names for timber, timber profiles and boards
- industry and organisational specific standard specifications for packaging timber products
- common features of non-conformant packs and methods to recognise these

- tools and equipment used for tallying material in a forest products factory setting; their purpose, features and use:
 - electronic bar coding equipment
 - personal protective equipment
- organisational procedures specific to tallying material:
 - communication reporting lines
 - recording and reporting non-conformances and damaged material
 - recording and reporting tallying results.

Assessment Conditions

The following resources must be made available:

- manual or electronic tools and equipment used for tallying material, to suit the particular workplace:
 - tally sheets
 - electronic bar coding equipment
- a selection of materials to be tallied (of one or more of these materials):
 - timber
 - hardware items and fittings
 - packs of random timber cross sections, lengths or panel sizes
 - packs of set timber cross sections, lengths or panel sizes
- work order for tallying activities with specific details of material to be tallied; product types, packs, categories of products
- template documents to record:
 - non-conformances and damaged material
 - tallying results
- organisational procedures specific to tallying material
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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