



Australian Government

FWPCOT2231 Pack products

Release: 1

FWPCOT2231 Pack products

Modification History

Release	Comment
1	Replaces equivalent FPICOT2231B Pack products, 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 plan and pack routine and special orders, and to modify packing of routine orders, in readiness for despatch to customers.

The unit applies to those packing products in a forest products factory setting.

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

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Wood Panel Products

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 to pack orders.	1.1 Review work order in line with site procedures. 1.2 Prepare to work safely according to workplace requirements. 1.3 Assess strength, flexibility and liability to damage of material to be packed. 1.4 Ensure sizes and weights of planned pack are consistent with

ELEMENTS	PERFORMANCE CRITERIA
	handling systems at despatch and delivery site. 1.5 Communicate information with relevant personnel as required, in line with workplace requirements.
2. Pack orders.	2.1 Select packing material to suit the specific order requirements. 2.2 Apply standard site packing methods according to relevant regulations, and site requirements and procedures. 2.3 Use stacking, bracing and strapping methods to provide strength and minimise damage during transport. 2.4 Apply labelling methods in line with site procedures. 2.5 Minimise and deal with bracing and strapping waste material in line with site procedures, manufacturer recommendations and environmental requirements.
3. Modify packing of routine orders.	3.1 Determine changes to type or quantity of material to be packed in line with work order. 3.2 Review or alter transport packing methods. 3.3 Report and rectify pack handling problems or material damage resulting from changes. 3.4 Review changes resulting in potential major problems with the customer.

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:	- interpret numbers of goods on order documentation, count items to match - input accurate numerical data into stock records - calculate size and weight of packs to be distributed
Oral communication skills to:	- ask open and closed probe questions and actively listen to clarify contents of orders and consignment documentation - provide clear instructions to delivery driver.
Reading skills to:	- interpret detailed and familiar documents: - organisational procedures - orders, consignment documents, despatch schedules, product labels and stock records.

Writing skills to:	• complete basic accurate records of orders and despatch • accurately record information on despatch labels • make simple reports about order and despatch problems.
Planning and organising skills to:	• complete order and despatch activities in a logical and time-efficient sequence using despatch schedules to guide activities.
Problem-solving skills to:	• identify, record and report order discrepancies and quality issues.
Technology skills to:	• use: • a computer and keyboard • the system capabilities and functions of an order and despatch system • equipment used to assist with shifting goods.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2231B Pack products

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 FWPCOT2231 Pack products

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2231B Pack products, 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:

- follow organisational policies and procedures relevant to packing products
- pack products in line with work order and safe work procedure
- stack, brace, strap and label packs of products in line with organisational requirements and work health safety (WHS) requirements
- monitor the packing process for faults and respond according to organisational requirements
- use labelling methods according to workplace requirements
- modify packing of routine orders in line with work order and organisational requirements.

Knowledge Evidence

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

- safe work procedures involved in packing and handling products
- environmental protection procedures including the safe and efficient disposal, recycling or re-use of waste material (including bracing and strapping waste material) and the minimisation of carbon emissions
- procedures for identifying and resolving common faults and problems
- procedures for recording and reporting workplace information
- products and their use
- characteristics of pack shift and movement, its impact on safety and how to control it
- packing sequences and weight distribution and their impact on safety and productivity

- packing methods that apply to different types of products (stacking, bracing, strapping)
- tools and equipment used for packing and procedures for their safe use and maintenance.

Assessment Conditions

The following resources must be made available:

- workplace location or realistic simulated workplace
- materials and equipment used to pack products:
 - packing tools and materials
 - labelling materials
- work order containing packaging and despatch instructions for timber and timber products from the work site.
- Organisational policies and procedures relevant to packing products

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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