



Australian Government

FWPCOT2260 Tally material

Release: 1

FWPCOT2260 Tally material

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare and record manual or electronic tallies of finished material packs and contents of their individual pieces.

The unit applies to production workers, sawmill workers, manufacturing assistants and timber products workers who undertake specified activities under the instruction of more experienced workers.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

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.</i>
1. Prepare for tallying	1.1 Determine job requirements from work order or instruction and, where required, seek clarification with appropriate person 1.2 Identify location of material to be tallied and arrange access according to workplace procedures 1.3 Select tallying tools according to materials being tallied and workplace procedures 1.4 Identify and control workplace hazards according to workplace

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	safety procedures to ensure safety of self and others 1.5 Select, fit and use personal protective equipment (PPE) 1.6 Plan tallying activities according to work order, and to ensure continuous workflow
2. Record piece or pack details	2.1 Count pieces and packs and legibly and accurately record according to workplace procedures 2.2 Clear work area regularly according to workplace safety and environmental requirements to maintain a safe and efficient workflow 2.3 Monitor and replace supply levels of tally sheets, bar coding material or other tallying documentation 2.4 Check packs to ensure conformance with quality specifications and work orders 2.5 Identify non-conforming or and damaged material, and report to appropriate personnel 2.6 Record and report tallying results manually or electronically according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Identify and interpret essential tallying information from workplace procedures and work orders
Oral communication	- Ask questions and actively listen to clarify work orders or instructions - Use clear and concise language and industry and workplace specific terminology when reporting operational or product issues
Numeracy	- Count and tally numbers of product pieces and packs - Complete routine tallying for timber volumes or lineal metres in a pack - Input accurate numerical data for routine tallying records and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2260 Tally material	FWPCOT2210 Tally material	Minor grammatical and editorial changes to Application and Performance Criteria Foundation Skills reviewed Assessment Requirements reviewed and updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPCOT2260 Tally material

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- completed tallying of at least two different work orders including both timber and hardware items and fittings, and has also completed a tallying task for either:
 - a pack of random timber cross-sections, lengths or panel sizes or
 - a pack of set timber cross-sections, lengths or panel sizes
- completed tally sheets or electronic records for each tallying job
- completed records for non-conformances and damaged material identified during each tallying job.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- manual and electronic methods used to tally material in a forest product processing setting
- format, content and use of industry and workplace specific procedures to record and report tallies
- industry standard sizing and names for timber, timber profiles and boards
- industry and workplace standards and specifications for packaging timber products
- features of non-conformant packs
- purpose, features and use of tools for tallying in a forest products processing setting, including:
 - cyclic or periodic stocktaking
 - electronic bar coding equipment
 - manual tally sheets
- workplace procedures relevant to tallying material:
 - communication reporting lines
 - recording and reporting non-conformances and damaged material

- recording and reporting tallying results
- workplace safety requirements relevant to tallying materials:
 - hazard identification and controls
 - personal protective equipment (PPE)
 - manual handling.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a timber manufacturing or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - timber packs, timber and hardware items and fittings for tallying
 - PPE
 - tallying and recording tools and equipment
- specifications:
 - access to work orders or instructions detailing the tallying activity to be conducted
 - access to workplace safety and environmental policies and procedures applicable to tallying materials
 - access to workplace procedures and forms for recording tallies
- relationships:
 - person to confirm work orders and report production and quality issues.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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