



Australian Government

Assessment Requirements for FWPCOT2261 Process orders and prepare for despatch

Release: 1

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Modification History

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

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 safely and accurately processed orders and prepared products for despatch for two different orders.

In doing this, there must be evidence that the individual has:

- selected the correct quantity and quality of products as specified in product order and consignment documentation
- securely stacked and wrapped orders to prevent damage
- consolidated and labelled products ready for despatch
- followed workplace procedures to complete despatch documentation and stock records.

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:

- product orders, consignment documentation and workplace policies and procedures relating to processing orders and preparing for despatch
- functions and capabilities of order and despatch software systems
- storage layout, categories, labelling and identification systems of products in a forest product processing setting
- key features of the product range of the workplace
- order picking methods, sequencing and equipment
- transport conditions for different types of products
- packaging requirements to avoid damage
- environmental protection practices for packaging products for despatch
- avoiding waste when wrapping and packaging
- disposing of and recycling wrapping and packaging materials
- processing orders and despatching products, including:

- completion of required documentation and labelling
- communication reporting lines
- recording and reporting order and despatch problems
- workplace safety requirements related to processing orders and preparing for despatch:
 - assistive equipment to shift heavy items
 - hazardous manual tasks
 - hazard identification and controls
 - personal protective equipment (PPE).

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 yard, a timber manufacturing or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - products to prepare two different orders for despatch
 - order picking equipment and assistive equipment to shift heavy items
 - PPE
 - load and product labels
- specifications:
 - access to work orders or consignment documentation for timber product orders
 - access to workplace policies and procedures including safety and environmental requirements applicable to processing and recording orders
- relationships:
 - personnel to confirm product orders and consignment details and provide despatch requirements.

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

Links

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