



Australian Government

Department of Education, Employment and Workplace Relations

LMTCL2014B Pack, store, handle and despatch headwear

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to pack, store, handle and despatch headwear

Application of the Unit

Application of the Unit

The unit applies to activities associated with final inspection, packing, storage, handling and despatching of headwear.

Work is conducted according to defined procedures.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control, and recycling

This unit requires the application of skills associated with planning and organising to ensure packing and storage is conducted to workplace and customer requirements. Problem solving skills are required to ensure work conforms to requirements and identify any quality problems. Communication skills are used to refer to and complete required documentation. Self management skills are used to ensure safe use of technology and conformance of own work to quality standards.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare headwear for storage and handling	1.1 <i>Storage and handling requirements</i> are identified or confirmed. 1.2 Records are checked to assist with process.
2 Pack headwear for storage or despatch	2.1 Final inspection of headwear is assessed. 2.2 Packing of headwear is assessed for handling of finished articles. 2.3 Records are maintained. 2.4 OHS practices are followed. 2.5 Action is taken according to <i>OHS practices</i> to prevent accidents and to eliminate risks to personal safety.
3 Store headwear, where required	3.1 Headwear is stored in an appropriate location. 3.2 Handling procedures for headwear are followed. 3.3 Records are maintained to ensure accurate information is available.
4 Compile orders for <i>despatch</i> , where required	4.1 Orders are compiled to customer specifications. 4.2 Delivery of orders is coordinated to meet delivery or collection timetables. 4.3 Documentation is maintained.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Demonstrates knowledge of:

- packing and handling procedures
- inspection techniques
- quality standards and practices
- delivery and collection timetables
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- interpret customer and enterprise specifications and requirements
- Store and handle headwear
- ensure headwear is packed correctly
- consign orders efficiently
- apply the quality requirements for each stage of the process
- document and transfer information
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Critical aspects of evidence	Demonstrates skills and knowledge to: • identify or confirm requirements • prepare headwear for storage packing • inspect and pack product • compile or coordinate orders for despatch
Consistency in performance	Consistently applies skills and knowledge when: • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OHS practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.

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. Add any 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.

Legislative/regulatory requirements All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Storage and handling requirements may include:

- headwear care requirements
- boxing
- correct labelling and identification

Despatch may include:

- checking specifications and documentation
- sequencing delivery points
- coordinating timetables

OHS practices OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

Unit Sector(s)

Sector Clothing Production