



Australian Government

Department of Education, Employment and Workplace Relations

LMTDC2009A Prepare articles for storage or despatch

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to compile, pack and consign orders according to transportation.

Application of the Unit

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This unit applies to coordinating orders for delivery or collection or storage. Compiling orders for despatch could include:

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

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

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 efficient handling and organisation of articles. This unit also requires the literacy, language and numeracy skills to interpret and communicate information verbally and on job orders, records and despatch documentation.

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 garments or articles for despatch	1.1 Records are checked to ensure requirements are met 1.2 Hanging or packing of garments is assessed according to workplace procedures for handling of finished articles 1.3 Objects to be returned or promotional materials are added to article where appropriate 1.4 Orders are compiled to workplace and customer specifications and requirements 1.5 Orders are coordinated to meet delivery or collection timetables 1.6 Workplace procedures and instructions are read and interpreted
2 Store garments or articles	2.1 Garments or articles are stored in an appropriate location 2.2 Records are maintained 2.3 Knowledge of despatching processes are applied to perform required tasks

Required Skills and Knowledge

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

Demonstrates knowledge of:

- workplace or store policies and procedures
- packing and handling procedures
- delivery and collection timetables
- quality standards
- safety and environmental aspects of related to workplace operation and manual handling
- workplace procedures
- OHS practices, including hazard identification and control measures
- practices for recording and reporting

Demonstrates skills to:

- handle articles or garments appropriately
- interpret specifications and requirements of customer and enterprise
- compile and coordinate orders
- locate and apply relevant information
- maintain 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 for assessment and evidence required to demonstrate competency in this unit

Demonstrates skills and knowledge to:

- identify and confirm requirements
- prepare garments or articles for storage or despatch
- hang or pack articles or garments appropriately
- compile and coordinate orders for despatch

Consistently applies skills and knowledge when:

- organising work
- completing tasks
- identifying improvements
- using workplace practices
- using OHS practices
- recording and reporting accidents and incidents
- assessing operational readiness of equipment used and work processes
- recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
- completing work systematically with attention to detail without damage to goods and equipment

Context and specific resources for assessment

Assessment may occur on the job or in an appropriately simulated environment and requires access to work areas, materials and equipment and to information on workplace practices and OHS practices.

Guidance information for 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.

Machines and equipment may include

- manual and electrical packaging equipment
- mechanical storage conveyors
- static railing

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

- 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
- other OHS practices relevant to the job and enterprise

Unit Sector(s)

Sector Dry Cleaning Operations