



Australian Government

Department of Education, Employment and Workplace Relations

LMTTF2001A Despatch products

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to prepare products for despatch from the workshop or loft.

Application of the Unit

Application of the Unit

This unit applies to handling and despatching various products using relevant equipment. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment. Work may involve referral of matters to other workplace personnel. Work may be conducted in a variety of environments, such as:

- operational indoor workplaces
- operational outdoor workplaces
- hazardous or exposed conditions

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 for the safe and efficient use of despatching tools and equipment. This unit also requires the ability to check the quality of products, identify and communicate inconsistencies or other problems and complete workplace documentation. Self management skills are applied to ensure workplace and quality standards are achieved.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites Nil

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 work area, tools and equipment	1.1 Work area is cleared and cleaned in preparation for despatch and handling processes 1.2 Tools and equipment used in despatch and handling processes are obtained and prepared for use 1.3 Tools and equipment are examined for damage, missing components or other defects (including frayed power cords where applicable) 1.4 Extension power cables are checked for knots and insulation damage 1.5 Electrical tools are connected safely to power supply 1.6 Safety equipment is used during tool operation in accordance with OHS practices 1.7 Workplace procedures and instructions are read and interpreted
2 Locate and transport products	2.1 Required products are located and identified in storage area 2.2 Products are transported to the despatch area 2.3 Products are laid out for inspection and quality check
3 Safely handle products	3.1 Products are lifted in accordance with OHS legislation and workplace manual handling procedures 3.2 Products are transported from storage area to despatch area using appropriate equipment and in accordance with established workplace procedures 3.3 Assistance to lift or transport products is obtained if necessary
4 Inspect products and complete documentation	4.1 Products are inspected to verify that work has been performed to specification 4.2 Products are subjected to quality assurance checks including operational checks of ropes, pulleys and zippers 4.3 Inconsistencies or other problems are reported to supervisor 4.4 Documentation is completed in accordance with workplace procedures
5 Despatch products	5.1 Labels and tags are checked or added if required 5.2 Products are folded, bagged or otherwise prepared for pick-up or despatch 5.3 Despatch instructions are ascertained 5.4 Product is despatched, or stored in readiness for pick-up or despatch
6 Use tools and equipment	6.1 Despatch and handling tasks are performed using tools and equipment in accordance with OHS practices 6.2 Tools and equipment are cleaned after use and stored in

ELEMENT**PERFORMANCE CRITERIA**

accordance with industry and workplace OHS practices

Required Skills and Knowledge

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

Demonstrates knowledge of:

- processes for packaging; including product folding techniques
- principles of operating product handling and packaging equipment
- the range of sail and canvas products manufactured or serviced by the workplace
- specifications of relevant materials and equipment
- safety and environmental requirements of relevant industry and workplace procedures
- loading, delivery, and pick-up procedures
- power sources such as single phase, three phase, and weather protected outlets
- general housekeeping policies and procedures
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- practices for recording and reporting

Demonstrates skills to:

- fold or pack products
- locate and interpret product specifications and descriptions
- use manual and powered handling and packaging equipment
- assist with loading of products
- maintain product handling and packaging equipment and work area
- 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:

- interpret work instructions and procedures for handling and packaging products
- interpret product specifications and descriptions
- interpret quality standards relevant to handling and packaging procedures
- operate manual and powered handling and packaging equipment
- comply with all relevant safety requirements including safe use of manual and powered tools and equipment
- document actions taken and maintain relevant work records in accordance with workplace procedures
- report inconsistencies or other problems
- perform normal operator maintenance of work area and handling and packaging equipment, to enable product preparation for despatch to be conducted safely and efficiently

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.

Tools and equipment may include

- manual or powered lifting/hoisting equipment
- hand trucks and other manual or powered equipment for transporting products
- manual or powered packaging equipment including:
 - nailing
 - stapling
 - banding machines

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 Textile Fabrication