



Australian Government

Department of Education, Employment and Workplace Relations

LMTTF2003A Package and handle products for 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 package or handle canvas or sail products for delivery.

Application of the Unit

Application of the Unit

This unit applies to handling and packaging various canvas or sail products using relevant equipment. Work may involve referral of matters to other enterprise 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. 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 packaging of canvas or sail products, as well as an application of knowledge of technology used for despatch. This unit also requires the ability to check labelling or tagging information, identify and communicate inconsistencies or other problems and seek assistance where necessary for lifting or transporting products. Self management skills are applied to ensure workplace and quality standards are achieved.

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 work area, tools and equipment	1.1 Work area is cleared and cleaned in preparation for packaging and handling processes 1.2 Tools and equipment used in packaging 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 in storage area 2.2 Products are transported to the despatch area 2.3 Products are laid out for identification and checking
3 Handle and transport 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 Check and add product identification	4.1 Labels and tags are checked or added if required
5 Fold or package products for delivery and store for despatch	5.1 Products are folded or packaged for delivery 5.2 Folded product is restrained to prevent unfolding, or packaging is tied or sealed to prevent contents being prematurely released 5.3 Folded or packaged product is stored pending pick-up or loading for delivery
6 Use tools and equipment	6.1 Packaging 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 accordance with industry and workplace OHS practices
7 Complete workplace documentation and report problems	7.1 Inconsistencies or other problems are reported to supervisor 7.2 All workplace documentation is completed

Required Skills and Knowledge

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

Demonstrates knowledge of:

- packaging processes including product folding techniques
- operating principles of product handling and packaging equipment
- the range of sail and canvas products manufactured or serviced by the workplace
- relevant materials, equipment and product specifications
- 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
- recording and reporting practices

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:

- package and handle non-complex items or products
- comply with all relevant safety requirements including safe use of manual and powered tools and equipment
- 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
- 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

This unit may be assessed independently or in combination with other relevant units.

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.

assessment

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 and hoisting equipment • 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