



Australian Government

Department of Education, Employment and Workplace Relations

MEM11008B Package materials (stores and warehouse)

Release: 1

MEM11008B Package materials (stores and warehouse)

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers determining packaging requirements, packaging and labelling items in a stores and warehousing environment.
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Application of the Unit

Application of the unit	This unit applies to determining appropriate packaging and includes stacking, storage, weight, size, material type and expected life and transport requirements. Packaging includes sequenced packaging and point of pick up packaging, packaging materials and methods. Competencies covered by this unit are typically performed in a store or warehouse and often relate to receive or dispatch functions. Band: A Unit Weight: 2
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine packaging requirements	1.1.Safety or special packaging requirements are determined. 1.2.Storage requirements to meet safety, storage conditions, site and legislative requirements are determined. 1.3.Transport and store requirements are determined.
2. Undertake packaging	2.1.The most appropriate packaging method to suit the product is selected and used. 2.2.Correct seal, compression and packaging materials are used.
3. Label packaged items	3.1.Labels and identification stickers are correctly applied and accurately describe content of package.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Look for evidence that confirms skills in:

- selecting packaging methods and materials to suit given products
- effectively communicating with the production and dispatch personnel
- undertaking numerical operations and calculations within the scope of this unit
- managing time
- following procedures for labelling packaged products
- entering routine and familiar information onto proformas and standard workplace forms

Required knowledge

Look for evidence that confirms knowledge of:

- packaging methods, materials and legislation
- weights, measures and capacities
- types of transport
- knowledge of organisational receipt and dispatch functions
- applicable material safety data sheets (MSDS)

REQUIRED SKILLS AND KNOWLEDGE

- labelling procedures and standards
- storage and recording procedures
- use and application of personal protective equipment
- safe work practices and procedures
- hazards and control measures associated with packaging materials

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to package goods in a store/warehouse environment.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

Context of and specific resources for assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, i.e. the candidate is not in productive work, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with packaging goods in a store or warehouse or other units requiring the exercise of the skills and knowledge covered by this unit.

Method of assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning should not require language, literacy and numeracy skills beyond those required in this unit. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

Guidance information for

EVIDENCE GUIDE**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. 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) may also be included.

Storage requirements

As per legislative requirements e.g. dangerous goods and storage of poisons acts and regulations

Site and legislative requirements

- Site requirements: standard operating procedures, organisational policy
- Legislative requirements e.g. dangerous goods, storage of poisons, environmental protection acts and regulations

Transport and store requirements

- Racks, boxes, bins, etc.
- Road, rail, courier transport
- Dangerous goods code for transport of goods

Packaging methods and materials

- Wrapping, shrink wrapping, wrapping in bubble wrap, polystyrene packing, pallets, crates/boxes and other methods
- Sealing, such as packing tape, banding, boxes, pallet racking

Unit Sector(s)**Unit sector****Co-requisite units**

Co-requisite units		

Competency field

Competency field	Materials handling
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