



Australian Government

MSTCL2009 Despatch work

Release: 1

MSTCL2009 Despatch work

Modification History

Release 1. Supersedes and is equivalent to LMTCL2009B Despatch work

Application

This unit of competency covers the skills and knowledge required to prepare finished works for despatch to customers or storage.

The unit of competency includes labelling and packing of items and completion of documentation.

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

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Clothing production

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Determine job requirements

- 1.1 Follow standard operating procedures (SOPs)
- 1.2 Comply with work health and safety (WHS) requirements at all times
- 1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs
- 1.4 Identify job requirements from specifications, drawings, job sheets or work instructions

2	Prepare workstation	2.1	Set up workbench and seating according to workplace procedures
		2.2	Lay out components in correct proximity and sequence according to specifications
3	Package work	3.1	Check garment or article against specifications to ensure item is correct and ready for despatch
		3.2	Attach tickets, labels and swing tags as required
		3.3	Perform boxing, packing, bagging, folding and hanging in accordance with environmental guidelines
		3.4	Identify faults, report and return to appropriate section for repair according to quality standards
4	Despatch completed work	4.1	Direct or transfer completed garments or articles to required storage or despatch area
		4.2	Complete production and other records

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Workplace procedures include one or more of the following:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- SOPs
- 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
- WHS practices

Australian Standards include:

- the relevant industry or Australian Standards that are current at the time this unit is being undertaken

Components include one or more of the following:

- tags
- swing tickets
- labels
- completed garments
- packaging materials
- coat hangers
- tape
- plastic clothes covers

Specifications include one or more of the following:

- construction specifications
- quality standards
- customer order
- despatch documentation

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTCL2009B Despatch work

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>

Assessment Requirements for MSTCL2009 Despatch work

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- applying relevant standards
- ensuring finished garment meets specifications
- attaching correct components to garments and articles
- preparing and packaging items for despatch or storage according to requirements, on at least two (2) occasions
- identifying faults and reporting and returning to appropriate section for repair according to quality standards
- directing or transferring completed garments or articles to required storage or despatch area according to workplace procedures
- completing production and other records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- quality standards and practices
- correct sequencing of components
- required packing and despatch procedures
- folding techniques
- industry and product processes and equipment
- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
 - have vocational competency in despatching work, at least to the level being assessed, with relevant industry knowledge and experience.

- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.

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