



Australian Government

MSTGN2002 Package and handle TCF items for storage or despatch

Release: 1

MSTGN2002 Package and handle TCF items for storage or despatch

Modification History

Release 1. Supersedes:

- LMTCL2014 Pack, store, handle and despatch headwear
- LMTDC2009A Prepare articles for storage or despatch
- LMTTF2003A Package and handle products for despatch

Not equivalent

Application

This unit of competency covers the skills and knowledge required to compile, pack and consign orders according to required handling and transportation process in textile, clothing and footwear (TCF) sectors, including clothing and textile production, dry cleaning and laundry operations.

This unit of competency applies to handling items and coordinating orders for delivery or collection or storage. The unit applies to a range of TCF sectors and the evidence requirements may focus on one or more industry sectors or workplace contexts.

This unit of competency is applicable to all sectors of the TCF industry.

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.

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

Pre-requisite Unit

Nil

Competency Field

Generic

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 to handle, package and store TCF items | 2.1 Identify or confirm storage and handling requirements and workplace procedures |
| | | 2.2 Prepare work area, tools and equipment |
| | | 2.3 Check records to assist with process and confirm quality of items |
| | | 2.4 Identify the range of products or items manufactured or serviced by the workplace |
| | | 2.5 Locate, retrieve, lift and transport items, as required, using appropriate equipment and according to WHS and workplace procedures |
| | | |
| 3 | Prepare and package TCF items | 3.1 Check product identification and add labels, tags and instructions, as required |
| | | 3.2 Fold, hang and pack items, as required, for storage, collection, loading or delivery according to WHS, hygiene and workplace procedures for handling finished articles |
| | | 3.3 Restrain products to prevent unfolding and seal or tie packaging, as required, for protection |
| | | 3.4 Compile orders to workplace and customer specifications and requirements |
| | | 3.5 Coordinate and sequence orders to meet delivery or collection timetable |
| | | |
| 4 | Store or despatch | 4.1 Check specifications and documentation |

**articles and
maintain records**

- 4.2 Store items in an appropriate location ready for pick-up, loading or delivery
- 4.3 Coordinate preparation and despatch of orders to meet delivery or collection timetables and workplace procedures
- 4.4 Communicate appropriately with relevant personnel to deal with damaged or inferior products and resolve problems
- 4.5 Complete relevant documentation and maintain 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
- PPE
- 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

Preparation of work area includes, but is not limited to, one or more of the following:

clearing and cleaning work area in preparation for packaging and handling process
examining tools and equipment damage, missing components or other defects (including frayed power cords where applicable)
checking extension power cables for knots and insulation damage
connecting electrical tools safely to power supply
using safety equipment during tool operation in accordance with WHS practices

Tools and equipment include, but are not limited to, one or more of the following:

- manual or powered conveyancing equipment
- 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

Unit Mapping Information

Release 1. Supersedes:

- LMTCL2014 Pack, store, handle and despatch headwear
- LMTDC2009A Prepare articles for storage or despatch
- LMTTF2003A Package and handle products for despatch

Not equivalent

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 MSTGN2002 Package and handle TCF items for storage or despatch

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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
- preparing and maintaining work area, tools and equipment
- handling products or items safely, according to hygiene requirements and workplace procedures
- locating and interpreting specifications and confirming requirements of customer and enterprise
- operating manual or powered handling and packaging equipment
- folding, hanging and packing items as required for storage, collection, loading or delivery according to safety and workplace procedures for handling finished items, on at least two (2) occasions
- communicating appropriately with relevant personnel to report and respond to inconsistencies or other problems
- compiling and coordinating orders for storage and despatch
- complying with relevant federal and state or territory legislative or regulatory requirements
- documenting actions maintaining relevant work records in accordance with workplace procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- workplace or enterprise policies and procedures
- packing, processing, handling, storage and despatch procedures, such as:
 - product folding techniques
 - checking specifications and documentation

- consigning orders
- sequencing delivery points
- coordinating delivery and collection timetables
- quality standards
- work health and safety (WHS), hygiene and environmental aspects related to workplace operation and manual handling
- operating principles of product handling and packaging equipment
- the range of TCF products manufactured or serviced by the workplace, such as:
 - garments
 - accessories
 - millinery
 - laundry items
 - canvas and sail products
 - textiles
- relevant product specifications for identified workplace or job role
- environmental requirements of relevant industry sector and workplace procedures
- storage machines and equipment, such as:
 - manual and electrical packaging equipment
 - mechanical storage conveyors
 - static railing
- loading, delivery and pick-up procedures
- power sources, such as single phase, three phase and weather protected outlets
- workplace procedures
- practices for recording and reporting
- federal and state or territory legislative or regulatory requirements.

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 packaging and handling TCF items for storage or despatch, 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.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

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