



Australian Government

MSTGN2007 Select, transfer and remove materials and products

Release: 1

MSTGN2007 Select, transfer and remove materials and products

Modification History

Release 1. Supersedes and is equivalent to LMTGN2007B Select, transfer and remove materials and products

Application

This unit of competency covers skills and knowledge required to select, transfer and remove materials and products in support of the production processes.

Work requires discretion, initiative and judgement. Work may be conducted in a variety of environments, such as operational workplace activities, restricted space, hazardous, controlled or exposed conditions.

This unit of competency is applicable to all sectors of the textiles, clothing and footwear (TCF) industry.

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

This unit does not cover the use of a forklift.

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

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| 1.1 | Follow standard operating procedures (SOPs) |
| 1.2 | Comply with work health and safety (WHS) requirements at all times |

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| | | 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 | Determine requirements | 2.1 | Review work requests and confirm requirements |
| | | 2.2 | Organise, confirm and record tasks according to specified procedures |
| | | 2.3 | Select, check and correctly use relevant personal and other safety equipment, where needed |
| | | 2.4 | Identify and organise appropriate equipment for transferring materials |
| 3 | Select materials and products | 3.1 | Interpret documentation and identify codes and references indicating source, customer, storage location or batch, where relevant |
| | | 3.2 | Identify and select materials or products to be loaded or unloaded |
| | | 3.3 | Document and report non-conforming materials and products |
| | | 3.4 | Update transfer and store documentation |
| 4 | Load, unload and transfer materials or products | 4.1 | Use suitable equipment (other than forklift) to load and unload materials according to materials handling requirements, safe work practices and correct manual handling techniques |
| | | 4.2 | Transfer materials to correct destination |
| | | 4.3 | Apply environmental requirements and procedures concerned with waste, pollution and recycling of materials at all stages of the process |
| | | 4.4 | Maintain and clean materials, equipment and work environment |
| | | 4.5 | Complete relevant documentation associated with tasks |

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

Equipment includes, but is not limited to, one or more of the following:

- hand and power tools
- pallet truck and hand trolleys
- overhead cranes

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTGN2007B Select, transfer and remove materials and products

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 MSTGN2007 Select, transfer and remove materials and products

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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
- interpreting work orders and industry documentation
- identifying and locating materials and products
- using suitable equipment (other than forklift) to load and unload materials according to materials handling requirements, safe work practices and correct manual handling techniques
- loading/unloading and transporting materials and products on at least two (2) occasions
- documenting and reporting non-conforming materials and products
- maintaining clean equipment, machines and work environment
- applying workplace procedures
- completing relevant documentation and maintaining 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
- use of products and materials
- procedures to handle products and materials
- materials handling requirements
- correct manual handling techniques
- procedures to use required equipment
- despatch and receipt procedures
- loading and unloading procedures
- industry documentation and work orders
- cleaning of machines 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 selecting, transferring and removing materials and products, 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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