



Australian Government

MSTGN2017 Prepare, finish and package products for storage or dispatch

Release: 2

MSTGN2017 Prepare, finish and package products for storage or dispatch

Modification History

Release 2. Supersedes and is not equivalent:

- MSTCL2009 Despatch work
- MSTTF2001 Despatch products
- MSTTX2004 Conduct packaging or folding for textile production

Release 1. Supersedes:

- MSTDC2008 Carry out final inspection of articles
- MSTGN2002 Package and handle TCF items for storage or despatch
- MSTLA2007 Finish products for despatch
- MSTLA2010 Prepare products for storage or despatch

Application

This unit of competency describes the skills and knowledge required to inspect, finish and pack orders for storage and dispatch. It covers items and products handled in the textile, clothing and footwear (TCF) industry.

The unit applies to all TCF sectors and the evidence requirements may focus on one or more industry sectors or workplace contexts.

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 or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Generic

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to inspect,	1.1 Determine job and safe work requirements from work information

Elements <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
package and finish products	1.2 Identify or confirm inspection, finishing, packaging, storage and dispatch requirements and identify relevant workplace procedures 1.3 Prepare work area, tools and equipment in accordance with workplace procedures 1.4 Check records to assist with process and confirm quality of items 1.5 Locate, handle and transport items using appropriate equipment and in accordance with work health and safety and workplace procedures
2. Inspect articles for quality outcomes	2.1 Inspect articles against quality and workplace standards 2.2 Identify and rectify minor problems within scope of own responsibility 2.3 Return articles not meeting quality standards for spotting, repressing or repair
3. Finish and package items	3.1 Check product identification and add correct labels, tags and instructions 3.2 Fold, hang and pack articles ready for storage, collection, loading or delivery in accordance with work requirements, safety and hygiene procedures 3.3 Restrain products to prevent unfolding and seal or tie packaging for protection 3.4 Compile orders to meet workplace and customer requirements 3.5 Coordinate and sequence orders to meet delivery or collection timetable
4. Store and dispatch articles and maintain records	4.1 Check storage and dispatch specifications and documentation 4.2 Store items in an appropriate location ready for pick-up, loading or delivery 4.3 Coordinate preparation, storage and dispatch 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 dispatch documentation in accordance with workplace procedures

Foundation Skills

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

- Reading skills to interpret work instructions, standard operating procedures (SOPs), orders and key requirements of industry standards
- Numeracy skills to interpret order requirements and collection timetables.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes:

- MSTDC2008 Carry out final inspection of articles
- MSTGN2002 Package and handle TCF items for storage or despatch
- MSTLA2007 Finish products for despatch
- MSTLA2010 Prepare products for storage or despatch

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 MSTGN2017 Prepare, finish and package products for storage or dispatch

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- prepared, finished and packaged at least 2 different textile, clothing and footwear (TCF) articles for storage or dispatch, including:
 - operating manual or powered handling and packaging equipment
 - communicating appropriately with relevant personnel to report and respond to inconsistencies or other problems
 - coordinating orders for storage or dispatch.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- procedures for finishing and completion of articles
- packing, processing, handling, storage and dispatch procedures, including:
 - product folding techniques
 - checking specifications and documentation
 - consigning orders
 - coordinating delivery and collection timetables
- work health and safety, hygiene and environmental aspects related to workplace operations and manual handling
- operating principles of product handling and packaging equipment
- the range of TCF products manufactured or serviced by the workplace
- relevant product specifications for identified workplace or job role

- tools and equipment, including:
 - manual or powered lifting and hoisting equipment
 - manual or powered packaging equipment, such as nailing, stapling and banding machines
 - mechanical storage conveyors
 - static railing.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - a TCF cleaning or production environment set up with finishing, packaging, storage and dispatch functions, including relevant equipment and standard operating procedures (SOPs)
 - articles for finishing, packaging and storage or dispatch.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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