



Australian Government

Assessment Requirements for MSTLA2010

Prepare products for storage or despatch

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to LMTLA2010A Prepare products for storage or despatch

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 and other reference material
- complying with relevant standards
- confirming and checking orders and requirements on at least two (2) occasions
- preparing, packing and storing products ready for despatch on at least two (2) occasions
- handling products appropriately
- selecting and using transport and storage equipment required for job role
- meeting customer and enterprise specifications/requirements
- locating, communicating and applying relevant information
- maintaining quality requirements for each stage of the process
- maintaining accurate records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant industry or Australian Standards
- operating procedures:
 - packaging
 - cleaning
 - storage
 - transport
 - manual handling techniques
 - safe use of machines and related equipment
 - inspecting equipment prior to packing
- procedures for preparing product:
 - care requirements
 - packaging
 - correct labelling and identification

- procedures for packing and handling
- timetables for delivery and collection
- storage and despatch requirements
- workplace procedures
- practices for recording and reporting.

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 preparing products for storage, 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.

Links

Companion Volume implementation guides are found in VETNet -

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