



Australian Government

MSTLA2010 Prepare products for storage or despatch

Release: 1

MSTLA2010 Prepare products for storage or despatch

Modification History

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

Application

This unit of competency covers the skills and knowledge required to compile, pack and consign orders according to transportation or storage requirements.

The unit of competency applies to operating procedures, including packing, storage, despatch and inspecting equipment prior to packing.

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.

Pre-requisite Unit

Nil

Competency Field

Laundry operations

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

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| 2 | Prepare for despatch | 2.1 | Identify operating procedures that are required |
| | | 2.2 | Check records, where relevant, to ensure requirements are met |
| | | 2.3 | Compile orders to customer specifications and requirements |
| | | 2.4 | Coordinate orders to meet delivery or collection timetables |
| | | 2.5 | Monitor schedules and adjust in response to operational variations |
| | | | |
| 3 | Pack product for delivery or collection | 3.1 | Inspect transport or storage equipment prior to packing to ensure it meets cleanliness specifications |
| | | 3.2 | Follow packing sequences and workplace procedures |
| | | 3.3 | Package products to meet laundry and client requirements |
| | | 3.4 | Implement final inspection in accordance with quality standards, and identify and report packaging issues |
| | | | |
| 4 | Process documentation and store products | 4.1 | Check orders, despatch, storage and other related documentation |
| | | 4.2 | Complete documentation, as required |
| | | 4.3 | Store products in an appropriate location in accordance with workplace procedures and relevant Australian Standards |
| | | 4.4 | Assign orders according to storage and transport requirements |

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

- Transport or storage equipment includes one or more of the following:**
- trolleys
 - bins
 - baskets
 - racks
 - vehicles
 - weighing machines
 - conveyor equipment
 - tying, wrapping, banding and hanging equipment (including heat shrink equipment)
 - auto ID equipment and bar coding equipment
 - folding equipment
 - shelving
 - cages
 - linen covers

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTLA2010A 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 MSTLA2010 Prepare products 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 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.

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