



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

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