



**Australian Government**

# **MSTTF2001 Despatch products**

**Release: 1**

# MSTTF2001 Despatch products

## Modification History

Release 1. Supersedes and is equivalent to LMTTF2001A Despatch products

## Application

This unit of competency covers the skills and knowledge required to prepare products for despatch from the workshop or loft.

The unit of competency applies to handling and despatching various products using relevant manual or powered equipment. Discretion, initiative and judgement must be demonstrated on the job in own work, either individually or in a team environment. Work may involve referral of matters to other workplace personnel.

Work may be conducted in small to large scale enterprises, in a variety of environments, such as operational indoor and outdoor workplaces and in hazardous or exposed conditions, and may involve individual and team activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil

## Competency Field

Textile fabrication

## 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 | <b>Prepare to despatch products</b>                | 2.1 | Prepare work area, tools and equipment according to WHS and workplace procedures                                                          |
|   |                                                    | 2.2 | Read and follow workplace procedures and instructions                                                                                     |
|   |                                                    | 2.3 | Locate and identify required products in storage area                                                                                     |
|   |                                                    | 2.4 | Lift products in accordance with WHS legislation and workplace manual handling procedures                                                 |
|   |                                                    | 2.5 | Transport products from storage area to despatch area using appropriate equipment and in accordance with established workplace procedures |
|   |                                                    | 2.6 | Obtain assistance to lift or transport products, as necessary                                                                             |
| 3 | <b>Inspect products and complete documentation</b> | 3.1 | Lay out products and inspect to verify that work has been performed to specification                                                      |
|   |                                                    | 3.2 | Carry out quality assurance checks, including operational checks of moving components, such as ropes, pulleys and zippers                 |
|   |                                                    | 3.3 | Report inconsistencies or other problems to supervisor                                                                                    |
|   |                                                    | 3.4 | Complete documentation in accordance with workplace procedures                                                                            |
| 4 | <b>Despatch products</b>                           | 4.1 | Check labels and tags or add, if required                                                                                                 |
|   |                                                    | 4.2 | Fold, bag or otherwise prepare products for pick-up or despatch                                                                           |
|   |                                                    | 4.3 | Confirm despatch instructions and despatch product, or store in readiness for pick-up or despatch                                         |
|   |                                                    | 4.4 | Clean and store tools and equipment, and maintain work area to ensure safe and efficient despatch operations                              |

## 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

**Prepare work area, tools and equipment includes the following:**

- clearing and cleaning work area to prepare for despatch and handling processes
- ***preparing tools and equipment***
- examining tools and equipment for damage or missing components or other defects (including frayed power cords where applicable)
- checking extension power cables for knots and insulation damage
- connecting electrical tools to power supply
- using safety equipment during tool operation in accordance with ***WHS practices***

**Tools and equipment include one or more of**

- manual or powered lifting/hoisting equipment
- hand trucks and other manual or powered equipment for

**the following:**

- transporting products
- manual or powered packaging equipment, including:
  - nailing
  - stapling
  - banding machines

**WHS practices**

WHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and include one or more of the following:

- manual handling techniques
- SOPs
- PPE
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

## Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTTF2001A Despatch 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 MSTTF2001 Despatch 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 and other reference material
- applying relevant standards
- locating and interpreting product specifications and descriptions
- folding or packing products according to specifications
- despatching products on at least three (3) occasions according to workplace procedures
- operating manual and powered handling, packaging and despatch equipment
- maintaining product handling and packaging equipment and work area
- applying quality standards relevant to handling, packaging and despatch procedures
- complying with all relevant safety requirements including safe use of manual and powered tools and equipment
- documenting actions taken and maintaining relevant work records according to workplace procedures
- reporting inconsistencies or other problems
- maintaining work area and handling and packaging equipment, so products can be prepared for despatch safely and efficiently.

## 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
- processes for packaging; including product folding techniques
- principles of operating product handling and packaging equipment
- the range products manufactured or serviced by the workplace
- specifications of relevant materials and equipment
- work health and safety (WHS) and environmental requirements of relevant industry and workplace procedures
- loading, delivery, and pick-up procedures
- power sources, such as single phase, three phase and weather-protected outlets
- general housekeeping policies and procedures
- WHS practices, including hazard identification and control measures
- quality practices

- 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 despatching 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.

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