



Australian Government

Assessment Requirements for PPMHWP250 Store and dispatch waste paper

Release: 1

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Modification History

Release	Comment
1	Replaces equivalent unit FPPHWP250A Store and dispatch waste paper, which was first released with FPP10 Forest and Forest Products Training Package Version 1.0. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can prepare, check, load and dispatch waste paper, at least twice in line with required enterprise intervals, by:

- following waste paper order requirements
- using and interpreting electronic control systems, during checking and loading operations
- operating packaging, wrapping and labelling equipment
- operating and maintaining materials handling equipment
- reporting on load documentation
- communicating effectively, through written and verbal means, and using hand signals with others, in the work area when undertaking storage and dispatching waste paper.

Knowledge Evidence

- documentation and procedures relevant to storage and dispatch of waste paper, including work health and safety (WHS), high risk load shifting licensing requirements, environmental including relevant sustainability requirements, Standard Operating Procedures (SOP), safe working requirements and risks and hazard identification
- workplace forms and their purpose, used in loading and dispatching, including job safety sheet, permit systems, weighbridge dockets, work orders, tally sheets, truck delivery dockets, invoices, stock inventory records and dispatch reports
- storage and dispatch area processes, layout and associated services sufficient to carry out storage and dispatch of waste paper within level of responsibility
- warehouse organisation and workflow relevant to storage and dispatch of waste paper
- freight carrying and load restraint requirements when loading waste paper

- electronic and other control systems, operation and application to make appropriate adjustments that control finishing and converting operations, within level of responsibility.

Assessment Conditions

The following resources must be made available:

- access to the full range of equipment involved in storage and dispatch operations in a pulp or paper manufacturing facility
- electronic control systems which includes Digital Control System (DCS), touch screens or robotics for ordering and dispatching
- applicable work health and safety (WHS) and isolation work place procedures, environmental guidelines and safe working requirements, risks and hazard identification and workplace housekeeping requirements
- personal protective equipment required for storing and dispatching waste paper
- sample workplace documentation, procedures and reports including SOP, quality procedures, environmental sustainability requirements/practices, and safe work documentation
- relevant personnel for the purposes of communicating information.

Competency is to be assessed in the workplace or in a productive environment that accurately reflects performance in a workplace.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>