



Australian Government

PPMHWP250 Store and dispatch waste paper

Release: 1

PPMHWP250 Store and dispatch waste paper

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.

Application

This unit of competency describes the outcomes required to prepare, check, load and dispatch waste paper, in a pulp or paper manufacturing facility.

The unit applies to production support operators who store and dispatch waste paper. This typically involves working in a facility with complex integrated equipment and continuous operations.

Licensing, legislative, regulatory or certification requirements apply to this unit in some states or territories at the time of publication and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Pulp and Paper Manufacturing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Analyse order to identify and plan work requirements	1.1. Identify and interpret work order within productivity requirements and workplace health and safety (WHS) requirements. 1.2. Identify required schedules for dispatch of waste paper.

ELEMENTS	PERFORMANCE CRITERIA
	1.3. Identify products from work order. 1.4. Use workplace knowledge to plan sequence of work. 1.5. Select appropriate materials handling equipment within the timeframe for the dispatch.
2. Prepare goods for dispatch	2.1. Select and check waste paper goods for dispatch against labels and identification systems. 2.2. Sort, assemble and place products in storage or dispatch zones, according to the schedule. 2.3. Place orders in storage or dispatch zones. 2.4. Check order against dispatch.
3. Dispatch product	3.1. Load requirements are communicate to carrier. 3.2. Load waste paper product for dispatch using appropriate materials handling equipment. 3.3. Remove and process damaged product, during loading. 3.4. Check with carrier that load is secure.
4. Finalise documentation	4.1. Check and complete documentation, according to Standard Operating Procedures (SOP). 4.2. Attach security seals, as required.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Numeracy skills to:	- use measuring equipment to estimate volume and weight - interprets instruments, gauges and data recording equipment.
Oral communication skills to:	select and use appropriate spoken communication strategies with work colleagues and other personnel on site.
Reading skills to:	read and interpret documentation, procedures and reports.
Writing skills to:	- complete forms and records accurately and legibly using correct technical vocabulary - access, navigate and enter computer-based information.
Technology skills to:	use electronic and other control systems to control equipment and processes for storing and dispatching waste paper.
Problem solving skills	maintain situational awareness in the work area.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPPHWP250A Store and dispatch waste paper

Links

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

Assessment Requirements for PPMHWP250 Store and dispatch waste paper

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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 despatch 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.

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