



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.

ELEMENTS	PERFORMANCE CRITERIA
	1.2. Identify required schedules for dispatch of waste paper. 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 to:	• 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.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>