



Australian Government

PPMWAR202 Prepare and dispatch product

Release: 1

PPMWAR202 Prepare and dispatch product

Modification History

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

Application

This unit of competency describes the outcomes required to prepare and dispatch paper products from a paper manufacturing warehouse.

The unit applies to production support operators who carry out routine warehousing tasks in a paper manufacturing facility.

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

Pre-requisite Unit

Nil

Unit Sector

Warehousing and Dispatch (WAR)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for dispatch	1.1 Identify and confirm paper product order requirements 1.2 Plan and sequence work tasks according to delivery specifications, workplace procedures and work health and safety requirements 1.3 Identify health and safety hazards and report safety concerns 1.4 Select and fit personal protective equipment for the tasks 1.5 Select required packing materials and equipment and materials handling equipment for the task 1.6 Prepare and maintain work area for packaging and dispatch

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	according to housekeeping and environmental requirements
2. Prepare products for dispatch	2.1 Select and check products for dispatch, and check against labels and identification systems 2.2 Undertake operator-level quality assessments of goods for dispatch, and apply appropriate actions 2.3 Sort and assemble products according to delivery specifications 2.4 Place order in storage or dispatch zones according to delivery specifications 2.5 Check order against dispatch schedule and order form
3. Dispatch product	3.1 Communicate load and delivery requirements to transporter 3.2 Load product order for dispatch using required materials handling equipment 3.3 Identify and process damaged product during loading as required 3.4 Check and confirm the load is secure with transporter
4. Finalise documentation	4.1 Complete dispatch details according to workplace and transporter requirements 4.2 Attach security seals as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret information from workplace documentation and procedures
Writing	Complete forms and records accurately and legibly using industry terminology
Oral communication	Select and use appropriate and clear spoken communication strategies with work colleagues and other personnel on site
Numeracy	- Use measuring equipment to estimate volume and weight - Use simple mathematical calculations to prepare orders

Skill	Description
	Interpret numerical data on instruments, gauges and data recording equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMWAR202 Prepare and dispatch product	PPMWAR255 Prepare and dispatch product	Changes to elements, performance criteria, foundation skills, performance evidence and knowledge evidence Assessment conditions updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93>

Assessment Requirements for PPMWAR202 Prepare and dispatch product

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared and dispatched at least two different orders for paper products, including for each order:

- interpreted paper order requirements
- operated materials handling equipment safely and efficiently
- sorted, assembled, and placed order in required storage or dispatch zones
- completed accurate labels and dispatch records
- communicated effectively with others, verbally and using hand signals, when undertaking packaging.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace documentation and procedures relevant to packaging of paper products, including:
 - work health and safety procedures, including activity or task specific high risk load shifting licensing requirements, plant clearance, job safety analysis, permit systems
 - freight transport regulations, including load limits and restraint, driver fatigue and train of responsibility
 - standard operating and housekeeping procedures for production and packaging schedules
 - dispatch and quality procedures and quality assurance documentation
 - environmental sustainability requirements and practices
 - oil or chemical spills and disposal guidelines
 - work and customer orders
 - Safety Data Sheets (SDS)

- use of manual transfer techniques and requirements
- operating parameters, variation and associated adjustments for dispatch processes
- key features of warehouse organisation and traffic flow systems
- use of electronic and other control systems, operation and application to make appropriate adjustments that control dispatch of product, within level of responsibility.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a paper manufacturing warehouse facility or an environment that accurately reflects performance in a workplace
- resources, equipment and materials:
 - mechanical handling equipment
 - equipment and materials for storing operations
 - electronic control systems, including digital control system, touch screens or robotics for receiving, shifting and storing paper product
 - personal protective equipment for shifting and storing paper product
 - records system for recording details of paper products inventory
- specifications:
 - workplace and standard operating procedures relating to storing paper product, including health and safety, risks and hazards identification, quality, housekeeping and environmental requirements
- relationships:
 - relevant personnel for the purposes of communicating information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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