



Australian Government

TLID0044 Pack and unpack furniture and effects

Release: 1

TLID0044 Pack and unpack furniture and effects

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to pack and unpack furniture and effects in a range of furniture removal contexts, in compliance with relevant industry codes of practice and workplace procedures.

It includes preparing for packing of furniture and effects, packing and unpacking cartons, dismantling and reassembling items of furniture, and completing packing or unpacking processes.

Work is performed under limited or minimum supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare for packing and dismantling

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Removal documentation is checked to identify items of furniture and effects for removal

1.2 Appropriate materials, tools and equipment are selected to

- dismantle, reassemble, pack, wrap and protect identified furniture and effects for removal in collaboration with others
- 1.3** Hazards are identified, risks are assessed and control measures are implemented in accordance with workplace procedures
 - 1.4** Convenient, suitable and unrestricted work area for packing, unpacking, dismantling or reassembling is selected and prepared in consultation with client or agent and in accordance with work health and safety (WHS)/ occupational health and safety (OHS) regulations
 - 1.5** Items for removal are identified and packing order is determined in accordance with removal documentation
 - 1.6** Cartons and protective materials are selected and located in an accessible area
 - 1.7** Ineligible or hazardous items for removal are identified in accordance with industry standards and workplace procedures, and appropriate action is taken
 - 1.8** Items for removal are appropriately prepared for travel or stowing in accordance with workplace procedures
- 2 Pack cartons**
- 2.1** Items for removal are wrapped and packed in accordance with industry standards and workplace procedures
 - 2.2** Fragile or valuable items identified are appropriately wrapped and positioned for loading onto vehicle in accordance with industry standards and workplace procedures
 - 2.3** Cartons are sealed and labelled in accordance with removal documentation and workplace procedures
 - 2.4** Hazardous items are identified and actioned in accordance with removal documentation and workplace procedures
- 3 Dismantle and reassemble furniture items**
- 3.1** Identified removal items are dismantled in accordance with industry standards and workplace procedures
 - 3.2** Dismantled items of furniture are packed, wrapped and stored in accordance with removal documentation and workplace procedures
 - 3.3** Dismantled items of furniture are reassembled in accordance

- with industry standards and workplace procedures
- 3.4** Client or agent is advised of potential furniture reassembly restrictions prior to removal
- 4 Complete unpacking**
- 4.1** Cartons are unpacked and items are stowed in accordance with removal documentation and workplace procedures, and in consultation with client or agent
- 4.2** Used cartons are folded, materials removed, and rubbish is disposed of where required in accordance with workplace procedures
- 4.3** Required removal documentation is completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3048 Pack and unpack furniture and effects.

Links

Companion Volume Implementation Guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLID0044 Pack and unpack furniture and effects

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards
- applying relevant legislation, workplace procedures and industry standards to the packing and unpacking of furniture and effects
- communicating effectively with others using modes such as oral, written and digital
- dismantling and reassembling furniture
- interpreting and following operational instructions and removal documentation such as removal plans, schedules, inventories
- monitoring and prioritising activities in terms of planned schedule
- operating and adapting to differences in furniture and effects in accordance with workplace procedures
- reading, interpreting and following relevant instructions, procedures, information and signage
- working collaboratively with others when packing and unpacking furniture and effects during a removal
- working systematically with required attention to detail without injury to self or others or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable regulations and legislation such as:
 - relevant state/territory environmental protection legislation
 - relevant state/territory work health and safety (WHS)/occupational health and safety (OHS) legislation
- appropriate packing or unpacking techniques such as labelling items
- appropriate use of materials and tools
- customer/client service requirements such as appropriate presentation, personal hygiene, language, courtesy, behaviour and problem solving
- different locations where work may be conducted:

- client's residence/workplace/storage facility
- controlled or open environments
- removal vehicle or container
- restricted spaces
- warehouse or depot
- furniture dismantling and reassembly techniques
- housekeeping standards and procedures during a removal
- packing techniques for various types of furniture and effects
- relevant information/documents such as:
 - client or agent instructions
 - emergency procedures
 - manufacturer instructions (where applicable)
 - relevant standards and industry codes of practice for furniture removal operations
 - removal documentation
 - workplace procedures and policies for packing and unpacking cartons, furniture and effects
- risks when packing, unpacking, dismantling and reassembling furniture and effects during a removal and related precautions to control these risks
- special precautions required for fragile or valuable furniture and effects
- WHS/OHS procedures and guidelines concerning packing, unpacking, dismantling and reassembling furniture and effects
- workplace procedures and policies for packing, unpacking, dismantling and reassembling furniture and effects.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

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