



Australian Government

TLID3048A Pack and unpack furniture and effects

Release 1

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Modification History

Release 1. This is the first release of this unit.

Unit Descriptor

This unit involves the skills and knowledge required to pack and unpack cartons during a removal, including preparing for packing, packing and unpacking cartons, dismantling and reassembling items of furniture and completing packing/unpacking process.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Work must be carried out in compliance with the relevant industry codes of practice for the packing and unpacking of cartons, and dismantling and reassembly of furniture during a removal.

Work is performed under limited or minimum supervision generally within a team environment. It involves the application of the basic principles and routine procedures for handling furniture and effects in a range of furniture removal contexts.

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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|---|--|
| 1 Prepare for packing and dismantling | <ul style="list-style-type: none">1.1 Removals documentation is checked to identify items of furniture and effects for removal1.2 Appropriate materials, tools and equipment are selected to dismantle, reassemble, pack, wrap and protect identified furniture and effects for removal, in accordance with workplace procedures1.3 Convenient, suitable and unrestricted work area is selected and prepared in consultation with client for packing, unpacking, dismantling or reassembling1.4 Items for removal are identified and packing order is determined in accordance with removals documentation1.5 Cartons, protective and other materials are selected and located in an accessible area1.6 Items ineligible for removal are identified in accordance with industry standards and workplace procedures, and appropriate action is taken in consultation with client1.7 Confirm items are appropriately prepared for travel in accordance with workplace procedures |
| 2 Pack cartons | <ul style="list-style-type: none">2.1 Items for removal are wrapped and packed in accordance with industry standards and workplace procedures2.2 Fragile or valuable items are specially wrapped and positioned in accordance with workplace procedures and industry standards2.3 Cartons are sealed and labelled in accordance with removals documentation and workplace procedures2.4 Hazardous items are identified in accordance with removals documentation and workplace procedures, and appropriate action is taken in consultation with client |
| 3 Dismantle and reassemble furniture items | <ul style="list-style-type: none">3.1 Identified removal items are dismantled in accordance with industry standards, workplace procedures and manufacturer requirements3.2 Dismantled items of furniture are packed, wrapped and stored in accordance with removals documentation and workplace procedures3.3 Dismantled items of furniture are reassembled in accordance with industry standards, workplace procedures and manufacturer requirements3.4 Client is advised of potential furniture reassembly restrictions at the |

destination

4 Complete unpacking

- 4.1 Cartons are unpacked and items are stowed in accordance with removals documentation, workplace procedures, and in consultation with client
- 4.2 Used cartons are folded and removed, and rubbish is disposed of in accordance with workplace procedures
- 4.3 All required removals documentation is completed in accordance with workplace requirements

Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

Required knowledge:

- Applicable regulations and legislation such as:
- relevant state/territory environmental protection legislation
- relevant state/territory WHS/OHS legislation
- Appropriate labelling of items in regard to loading techniques
- Appropriate use of materials and tools
- Client service requirements including language, courtesy, behaviour and problem solving
- Different locations where work may be conducted:
 - client's home/workplace
 - controlled or open environments
 - exposed conditions
 - restricted spaces
 - vehicle on the road
 - workplace, warehouse or depot
- Furniture dismantling and reassembly techniques
- Housekeeping standards and procedures during a removal
- Methods of securing a load on a removal vehicle
- Packing techniques for various types of furniture and effects
- Relevant information/documents such as:
 - award, enterprise bargaining agreement and other industrial arrangements
 - client instructions
 - codes of practice including the National Standards for Manual Handling and the industry safety code
 - emergency procedures
 - industry codes for furniture removal operations
 - manufacturer instructions
 - quality assurance procedures
 - removals documentation
 - standards and certification requirements
 - workplace procedures and policies for packing and unpacking cartons
- Risks when packing, unpacking, dismantling and reassembling furniture and effects during a removal and related precautions to control these risks
- Special precautions required for some furniture and effects
- Work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines concerning packing, unpacking, disassembling and reassembling furniture and effects

- Workplace procedures and policies for packing, unpacking, dismantling and reassembling furniture and effects

Required skills:

- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during packing and unpacking furniture and effects during a removal
- Communicate effectively with others when packing and unpacking furniture and effects during a removal
- Complete documentation related to packing and unpacking furniture and effects during a removal including the completion of labels and packing lists
- Implement contingency plans for unexpected situations that may arise when packing and unpacking furniture and effects during a removal
- Interpret and follow operational instructions and prioritise work
- Modify activities depending on operational contingencies, risk situations and environments
- Monitor work activities in terms of planned schedule
- Operate and adapt to differences in furniture and effects in accordance with standard operating procedures
- Promptly report and/or rectify identified problems that may occur when packing and unpacking furniture and effects during a removal in accordance with regulatory requirements and workplace procedures
- Read and interpret instructions, procedures and information relevant to packing and unpacking furniture and effects during a removal
- Select and use required personal protective equipment (PPE) conforming to industry and WHS/OHS standards:
 - gloves
 - high visibility vests
 - safety footwear
 - safety glasses
- Work collaboratively with others when packing and unpacking furniture and effects during a removal
- Work systematically with required attention to detail without injury to self or others or damage to goods or equipment

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include:

- required knowledge and skills
- relevant legislation, workplace procedures and industry standards
- other relevant aspects of the range statement.

Context of and specific resources for assessment

Performance is demonstrated consistently over time and in a suitable range of contexts.

Assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job.

Resources for assessment include access to:

- range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
- an appropriate range of relevant operational situations in the workplace.

In both real and simulated environments, access is required to:

- relevant and appropriate materials and equipment, and
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Method of assessment

Practical assessment must occur:

- through activities in an appropriately simulated environment at the registered training organisation, and/or
- in an appropriate range of situations in the workplace.

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate to this unit:

- direct observation of the candidate packing and unpacking cartons, and dismantling and reassembling furniture and effects
- direct observation of the candidate applying relevant WHS/OHS requirements and work practices.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Items to be handled during a removal may include:

- books
- crockery
- electrical/electronic equipment
- glassware
- household effects and furniture
- office effects and furniture

Clients may be:

- external
- internal

Operations may be conducted:

- by day or night
- in a range of work environments and weather conditions

Hazardous items may include:

- broken glass/crockery
- dangerous goods
- fragile items
- heavy items

Workplace procedures may include:

- company procedures
- enterprise procedures
- established procedures
- organisational procedures

Unit Sector(s)

Not applicable.

Competency Field

D – Load Handling