



Australian Government

TLID3049A Pack and wrap furniture and effects for international removals

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 wrap and pack furniture and effects during an international removal, including preparing for packing and wrapping, packing and wrapping, completing packing process and completing all applicable documentation. 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 packing and wrapping furniture and effects during an international removal.

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

- | | |
|---|---|
| 1 Prepare for packing and wrapping | <ul style="list-style-type: none">1.1 All documents required to prepare for international removal are completed in accordance with workplace requirements1.2 International removals documentation is checked to identify items of furniture and effects for removal1.3 Appropriate materials, tools and equipment are selected to dismantle, pack, wrap and protect identified furniture and effects for international removal, in accordance with workplace procedures |
| 2 Confirm onsite packing and wrapping requirements | <ul style="list-style-type: none">2.1 Items of furniture and effects for removal are identified, and packing and wrapping needs are determined in accordance with international removal documentation2.2 Additional packing and wrapping needs are identified, and where required, arrangements are made to access additional materials, tools and equipment2.3 Furniture and effects requiring offsite packing are identified and segregated, and appropriate personnel are advised in accordance with workplace procedures2.4 Special requirements are identified in consultation with client and documented, in accordance with workplace procedures2.5 Items ineligible for international removal are identified in accordance with applicable regulations, industry standards and company policy, and appropriate action is taken in consultation with client and appropriate personnel2.6 Client is advised of any pre-damaged or damage-risked items and appropriate documentation is completed2.7 Confirmed items are appropriately prepared for travel in accordance with workplace procedures |
| 3 Pack, wrap and label furniture and effects | <ul style="list-style-type: none">3.1 Convenient, suitable and unrestricted work areas are selected and prepared for packing and wrapping in consultation with client3.2 Items for international removal are packed, wrapped and labelled in accordance with industry standards and company procedures3.3 Identified Items for international removal are dismantled in accordance with industry standards, workplace procedures and manufacturer requirements3.4 Dismantled items of furniture are packed, wrapped, labelled and stored in accordance with removals documentation and workplace |

procedures

- 3.5 Client is advised of potential furniture reassembly restrictions at the destination

4 Complete packing and wrapping process

- 4.1 Tools, equipment and unused packing and wrapping materials are removed, and rubbish is disposed of in accordance with workplace procedures
- 4.2 All required international removals documentation is completed in accordance with workplace requirements
- 4.3 All furniture and effects for international removal are fully prepared for uplift in accordance with workplace procedures

Required Skills and Knowledge

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

Required knowledge:

- Applicable customs and quarantine regulations
- Client service requirements including language, courtesy, behaviour and problem solving
- Efficient use of resources when packing and wrapping furniture and effects for international removal
- Furniture dismantling techniques
- Housekeeping standards and procedures during a removal
- Industry standards and workplace procedures and policies for packing and wrapping furniture and effects for international removal
- Packing and wrapping techniques for various types of furniture and effects for international removal to prevent damage during the removal process
- Packing and wrapping techniques to optimise load space during shipping international furniture and effects
- Restrictions on hazardous items applicable to international removal of furniture and effects
- Risks when packing and wrapping furniture and effects during a removal and related precautions to control these risks
- Various modes of shipping international furniture and effects
- Work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines concerning wrapping and packing 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 wrapping furniture and effects for international removal
- Communicate effectively with others when packing and wrapping furniture and effects for international removal
- Complete documentation related to packing and wrapping furniture and effects for international removal including legibly completing labels and packing lists
- Implement contingency plans for unexpected situations that may arise when packing and wrapping furniture and effects for international removal
- Interpret and follow operational instructions and prioritise work
- Monitor work activities in terms of planned schedule
- Promptly report and/or rectify identified problems that may occur when packing and wrapping furniture and effects for international removal, in accordance with regulatory requirements and workplace procedures
- Read and interpret instructions, procedures and information relevant to packing and wrapping

furniture and effects for international removal

- Select and use required personal protective equipment (PPE) conforming to industry and WHS/OHS standards
- Work collaboratively with others when packing and wrapping furniture and effects for international 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.

Resources for assessment include access to:

range of relevant exercises, case studies and/or other simulated practical and knowledge assessments

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

applicable documentation including workplace procedures, regulations, industry standards, 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 wrapping, and dismantling and furniture and effects for international removals

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 packed and wrapped for international removal may include:

- artworks
- 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

Materials may include:

- bubble wrap
- corrugated cardboard
- multi layered paper wadding
- papers of various thickness grades
- tar paper
- wax paper

Personal protective equipment may include:

- gloves
- high visibility vests
- safety footwear
- safety glasses

Equipment and tools may include:

- Allen keys
- hammer
- nails
- screwdrivers
- spanners

Work may be conducted in:

- client's home/workplace
- controlled or open environments
- exposed conditions
- restricted spaces
- vehicle on the road
- workplace, warehouse or depot

Furniture and effects to be packed and wrapped may require:

- crating of items
- dismantling
- dismantling items for packing into cartons

- Documentation may include:
- Hazards during packing and wrapping furniture and effects may include:
- Appropriate personnel may include:
- packing items into cartons
 - special precautions
 - wrapping dismantled items individually or collectively
 - consultant inventory
 - customer inventory
 - manifests
 - broken glass/crockery
 - fragile items
 - hazardous items
 - heavy items
 - consultant
 - operations manager/supervisor

Unit Sector(s)

Not applicable.

Competency Field

D - Load Handling