



Australian Government

Department of Education, Employment and Workplace Relations

TLIW2017A Cut and join materials

Release: 1

TLIW2017A Cut and join materials

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to cut and join materials for pallet manufacture in accordance with workplace requirements including planning, undertaking and completing the cutting/joining process. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in accordance with regulations and workplace requirements relevant to pallet manufacturing processes.

Work is generally performed under some supervision, within a team/group environment. It involves the application of regulatory requirements and workplace procedures to the cutting and joining of materials as part of pallet manufacturing processes in the transport, warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills 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

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1 Plan the cutting/joining process | <ul style="list-style-type: none">1.1 The process and materials to be used are identified1.2 Manufacturers instructions and workplace procedures for the cutting/joining task are read and followed in the planning process1.3 Safety precautions for self, equipment and work areas appropriate for the tasks are identified1.4 Work sequence is planned, noting appropriate curing/cooling times, efficient work sequence and quality specification requirements1.5 Allowances for wastage and/or joining overlaps are checked in workplace documentation and manufacturers instructions |
| 2 Undertake the cutting/joining process | <ul style="list-style-type: none">2.1 Equipment and consumables are assembled2.2 Equipment and site are checked for safety2.3 Adjustments and settings are made to suit materials, manufacturers instructions and workplace procedures2.4 Materials to be cut or joined are positioned and secured2.5 Cutting/joining process is undertaken in accordance with selected method of operation2.6 Finished materials are checked for conformity to quality/workplace standards2.7 Faults/problems with materials or componentry are identified and action is undertaken in accordance with workplace procedures |
| 3 Complete the cutting/joining process | <ul style="list-style-type: none">3.1 Finished materials are directed to storage area or next production stage3.2 Waste materials are directed for disposal or recovery3.3 Equipment is maintained and stored in designated area3.4 Workplace documentation and records are completed as required |

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Regulations relevant to the cutting and joining of materials as part of pallet production

REQUIRED KNOWLEDGE AND SKILLS

including requirements of Australian Standards AS 2858 and AS 2082

- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the cutting and joining of materials as part of pallet production
- Focus of operation of work systems, equipment, management and site operating systems for the cutting and joining of materials as part of pallet production
- Problems that may occur when cutting and joining materials as part of pallet production and appropriate action that can be taken to resolve the problems
- Documentation and record requirements
- Equipment used during the cutting and joining of materials as part of pallet production and the precautions and procedures that should be followed in its use
- Housekeeping standards and procedures required in the workplace
- Site layout and obstacles

Required skills:

- Communicate effectively with others when cutting and joining materials as part of pallet production
- Read and interpret instructions, procedures, information and labels relevant to the cutting and joining of materials as part of pallet production
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the cutting and joining of materials as part of pallet production
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when cutting and joining materials as part of pallet production
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions that may occur when cutting and joining materials as part of pallet production in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Plan own work including predicting consequences and identifying improvements
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Identify, select and efficiently and effectively use relevant materials and equipment when

Required skills:

cutting and joining materials as part of pallet production

- Adapt to differences in materials and equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

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 competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to 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

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

EVIDENCE GUIDE

- 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

Range Statement

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.

- | | |
|--|--|
| Work may be conducted: | <ul style="list-style-type: none"> • in a range of work environments by day or night |
| Customers may be: | <ul style="list-style-type: none"> • internal or external |
| Workplaces may comprise: | <ul style="list-style-type: none"> • large, medium or small worksites |
| Workplace environment may include: | <ul style="list-style-type: none"> • movement of equipment, goods, products, materials and vehicular traffic |
| The cutting/joining process is conducted: | <ul style="list-style-type: none"> • as part of manufacture/repair activities with the operator using discretion and judgement within established specifications |
| Timber may be: | <ul style="list-style-type: none"> • hardwood or softwood |
| Cutting/joining equipment covers: | <ul style="list-style-type: none"> • a range of docking and trimming saws to which boards are mechanically fed |
| Equipment may include: | <ul style="list-style-type: none"> • single or multiple saw positions |
| Visual assessment may cover the requirements of Australian Standards AS 2858 or AS 2082 and specifically includes: | <ul style="list-style-type: none"> • timber types and species • timber characteristics • end condition of the timber |
| OH&S requirements include: | <ul style="list-style-type: none"> • manual handling, protective clothing, elimination/control of hazards, machine isolation and machine guarding |
| Personal protective equipment may include: | <ul style="list-style-type: none"> • gloves • safety headwear and footwear • safety glasses • two-way radios • high visibility clothing |

RANGE STATEMENT

Hazards in the work area may include exposure to:

- chemicals
- dangerous or hazardous substances
- stationary and moving equipment, parts and materials
- noise, light, energy sources
- electrical equipment
- humidity, air temperature, radiant heat
- debris on floor
- faulty racking
- poorly stacked materials or finished pallets
- faulty equipment

Consultative processes may involve:

- workplace personnel
- supervisors and managers
- customers/clients
- suppliers
- contractors
- union representatives
- industrial relations and OH&S specialists
- other professional or technical staff

Communication in the work area may include:

- phone
- fax
- email
- internet
- barcode readers
- oral, aural or signed communications

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established or standard procedures

Information/documents may include:

- job specifications and workplace operating procedures
- relevant Australian or international standards
- manufacturers specifications for equipment/tools
- supplier and/or client instructions
- quality assurance standards for pallet manufacture
- material safety data sheets (where applicable)
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code
- relevant regulations including the ADG Code
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements

RANGE STATEMENT

Applicable regulations and legislation may include:

- emergency procedures
- relevant codes and regulations pertaining to pallet manufacture
- Australian Standards AS 2858 and AS 2082
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- licence, patent or copyright arrangements
- ADG Code and regulations
- workplace relations regulations including equal opportunity, equal employment opportunity and affirmative action legislation
- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

W - Equipment and Systems Operations