

Training Package	Automotive Industry Retail, Service and Repair (AUR05)/Transport and Distribution (TDT02)	HSC Requirements and Advice
Unit title	Package goods	
Unit code	Unit descriptor This unit involves the skills and knowledge required to package goods in accordance with regulatory and workplace requirements including selecting materials, packing and unwrapping products, and labelling packaged products/loads to the required labelling standards.	HSC Indicative Hours 10
TDTA1197B		
Field A: Handling cargo/stock		

Evidence Guide

The evidence guide identifies critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical aspects of evidence	Required skills and knowledge
<p>Assessment <u>must</u> confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> • locate, interpret and apply relevant information • select packaging materials and pack and unwrap products • label packaged products/loads to labelling standards • ensure packaging adequately protects goods • minimise waste of packaging materials • identify special requirements of products and package appropriately • provide customer/client service and work effectively with others • convey information in written and oral form • maintain workplace records • select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context. 	<ul style="list-style-type: none"> • Australian and international codes and regulations relevant to the packaging of goods including the ADG Code. • Relevant OHS and environmental protection procedures and guidelines. • Workplace procedures and policies for the packaging of goods. • Focus of operation of work systems, equipment, management and site operating systems for the packaging of goods. • Problems that may occur when packaging goods and appropriate action that can be taken to resolve the problems. • Documentation requirements for the packaging of goods. • Housekeeping standards procedures required in the workplace. • Site layout and obstacles. • Ability to select and use relevant communications/computing/equipment/materials when packaging goods. • Ability to modify activities depending on differing workplace contexts, risk situations and environments. • Ability to read and comprehend simple statements in English. • Ability to read and interpret instructions, procedures and labels relevant to the packaging of goods. • Ability to use required personal protective clothing and equipment conforming to industry and OHS standards. • Ability to identify containers and goods coding, ADG and IMDG markings and where applicable emergency information panels. • Ability to estimate the size, shape and special requirements of goods/loads.

Evidence Guide cont/d

Context for assessment	Consistency of Performance
<p>Assessment of this unit <u>must</u> be undertaken by a Registered Training Organisation:</p> <ul style="list-style-type: none"> as a minimum, assessment of knowledge must be conducted through appropriate oral and/or written questioning. <p>Appropriate practical assessment <u>must</u> occur:</p> <ul style="list-style-type: none"> at the Registered Training Organisation, and/or in an appropriate work situation. 	<p>Applies underpinning knowledge and skills when:</p> <ul style="list-style-type: none"> locating, interpreting and applying relevant information selecting packaging materials and packing and unwrapping products labelling packaged products/loads to required labelling standards ensuring packaging adequately protects goods minimising waste of packaging materials identifying special requirements of products and packaging the products appropriately providing customer/client service and working effectively with others conveying information in written and oral form maintaining workplace records. <p>Shows evidence of application of relevant workplace procedures <u>including</u>:</p> <ul style="list-style-type: none"> relevant codes of practice and legislative requirements including local and international regulations pertaining to the packaging of goods Australian and international regulations and codes of practice for the handling and transport of dangerous goods, explosives and hazardous substances OHS regulations and hazard prevention policies and procedures workplace procedures and work instructions concerning the packaging of goods (including housekeeping and security procedures) obtaining assistance from other team members when required customer service and quality assurance procedures and policies environmental protection procedures. <p>Action <u>is</u> taken promptly to report and/or rectify any potential difficulties in the packaging of goods in accordance with OHS requirements and workplace procedures.</p> <p>Performance <u>is</u> demonstrated consistently over a period of time and in a suitable range of contexts.</p> <p>Recognises and adapts appropriately to cultural differences in the workplace, <u>including</u> modes of behaviour and interactions among staff and others.</p> <p>Work <u>is</u> completed systematically with required attention to detail without damage to goods, equipment or personnel.</p>
Resource implications	
<p>Access is <u>required</u> to opportunities to:</p> <ul style="list-style-type: none"> participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to package goods in accordance with regulatory requirements, and/or package goods in accordance with relevant regulatory requirements in an appropriate range of operational situations. 	
Interdependent assessment of units	
<p>This unit of competency <i>may</i> be assessed in conjunction with other units that form part of a worker's job function.</p>	

Key competencies

Three levels of performance denote level of competency required to perform a task.

1. Perform 2. Administer 3. Design

Key Competency	Level
How can information be collected, analysed and organised?	Level 1
How are ideas and information communicated within this competency?	Level 1
How are activities planned and organised?	Level 2
How are problem solving skills applied?	Level 2
How are mathematical ideas and techniques used?	Level 2
How is use of technology applied?	Level 2
How is team work used within this competency?	Level 1

Element	Performance Criteria	Range Statement
1 Select materials and pack and unwrap products	a. Packaging specifications and order packaging documentation are correctly interpreted.	<p>The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:</p> <p>General context</p> <ul style="list-style-type: none"> • work <u>must</u> be carried out in compliance with the relevant regulations and workplace requirements concerning the packaging of goods • work <u>is</u> performed under some supervision generally within a team environment • work <u>involves</u> the application of workplace procedures and regulatory requirements to the packaging of goods as part of work activities in the warehousing, distribution and/or storage industries. <p>Worksite environment</p> <ul style="list-style-type: none"> • work <i>may</i> be conducted in a range of work environments by day or night environments by day or night • customers <i>may</i> be internal or external • workplaces <i>may</i> comprise large, medium or small worksites • work <i>may</i> be conducted in: <ul style="list-style-type: none"> - restricted spaces - exposed conditions - controlled or open environments • goods <i>may</i> involve special handling, storage and/or packaging requirements, including temperature controlled goods and dangerous goods • hazards in the work area <i>may</i> include exposure to: <ul style="list-style-type: none"> - chemicals - dangerous or hazardous substances - movements of equipment, goods and materials - oil or water on floor - a fire or explosion - damaged packaging or pallets - debris on floor - faulty racking - poorly stacked pallets - faulty equipment • consultative processes <i>may</i> involve: <ul style="list-style-type: none"> - other employees and supervisors - suppliers, customers and clients - relevant authorities and institutions - management and union representatives - industrial relations and OHS specialists
	b. Appropriate packaging technology suitable for the goods to be packed is selected.	
	c. Packaging materials are identified and matched to specifications.	
	d. Work plan ensures materials are used economically and that appropriate packaging is used that minimises loss and damage in transit or storage.	
	e. Work is planned in accordance with OHS requirements.	
	f. Completed packed goods are stacked to minimise damage from	- other maintenance, professional or technical staff

Element	Performance Criteria	Range Statement
	within and outside.	<ul style="list-style-type: none"> • communication in the work area <i>may</i> include: <ul style="list-style-type: none"> - phone - electronic data interchange (EDI) - fax - e-mail - Internet - radio - oral, aural or signed communications
2 Label packaged products/loads	a. Workplace labelling standards are identified.	<ul style="list-style-type: none"> • depending on the type of organisation concerned and the local terminology used, workplace procedures <i>may</i> include: <ul style="list-style-type: none"> - company procedures - enterprise procedures - organisational procedures - established procedures • personal protection equipment <i>may</i> include: <ul style="list-style-type: none"> - gloves - safety headwear and footwear - safety glasses - two-way radios - high visibility clothing.
	b. Appropriate goods handling, labelling and other identification symbols are utilised.	<p>Sources of information/documents</p> <ul style="list-style-type: none"> • information/documents <i>may</i> include: <ul style="list-style-type: none"> - goods identification numbers and codes - manifests, picking slips, merchandise transfers, stock requisitions and bar codes - codes of practice and regulations relevant to the packaging of goods - Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances - operations manuals, job specifications and induction documentation - manufacturer's specifications for equipment - workplace procedures and policies - supplier and/or client instructions - dangerous goods declarations and material safety data sheets (where applicable) - award, enterprise bargaining agreement, other industrial arrangements - relevant Australian standards and certification requirements - quality assurance procedures - emergency procedures.
	c. Invoices and picking slips are attached (where required).	
	d. Workplace documentation is completed.	<p>Applicable regulations and legislation</p> <ul style="list-style-type: none"> • applicable regulations and legislation <i>may</i> include: <ul style="list-style-type: none"> - relevant codes and regulations for the packaging of goods
		<ul style="list-style-type: none"> - Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances,

Element	Performance Criteria	Range Statement
		including: <ul style="list-style-type: none"> ▪ Australian and International Dangerous Goods Codes ▪ Australian and International Explosives Codes - licence, patent or copyright arrangements - water and road use and licence arrangements - export/import/quarantine/bond requirements - marine orders - relevant State/Territory OHS and environmental protection legislation - workplace relations regulations - workers compensation regulations.