

**Modification history**

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 8.0.

FWPCOT2XXX	Pack timber or wood products for despatch
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to plan and pack timber or wood products for routine and special orders and to modify packing in response to order changes in readiness for despatch to customers.</p> <p>The unit applies to individuals who pack timber or wood products in a timber or wood products factory setting.</p> <p>All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Common Technical (COT)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to pack timber or wood products orders	1.1 Review work order and clarify with appropriate personnel 1.2 Select and use personal protective and safety equipment appropriate to work requirements 1.3 Assess strength, flexibility and liability to damage of timber or wood products to be packed 1.4 Ensure sizes and weights of planned pack are consistent with handling systems at despatch and delivery site 1.5 Communicate information with relevant personnel as required according to workplace procedures
2. Pack timber or wood products orders	2.1 Select packing material to suit the specific order requirements 2.2 Apply packing methods according to relevant regulations and workplace procedures 2.3 Use stacking, bracing and strapping methods to provide strength and minimise damage during transport 2.4 Apply labelling methods according to workplace procedures 2.5 Minimise and deal with bracing and strapping waste material according to workplace procedures, manufacturer recommendations and environmental requirements 2.6 Report and rectify pack handling problems or product damage resulting from packing process
3. Modify packing of timber or wood products in response to order changes	3.1 Determine changes to type or quantity of timber or wood products to be packed 3.2 Review or alter transport packing methods 3.4 Report changes that may result in potential major problems with the customer

<b>Foundation Skills</b>	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Interpret familiar workplace documents including procedures, orders, consignment documents, despatch schedules, product labels and stock records</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Complete routine records of orders and despatch</li> <li>Record information on despatch labels</li> <li>Write routine reports about order and despatch problems</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Ask open and closed probe questions and actively listen to clarify contents of orders and consignment documentation</li> <li>Provide clear instructions to delivery driver</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Determine numbers of goods on order documentation and count items to match</li> <li>Input accurate numerical data into stock records</li> <li>Determine size and weight of packs to be distributed</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FWPCOT2XXX Pack timber or wood products for despatch	FWPCOT2231 Pack products	New unit title; Minor edits to Application, Performance Criteria, Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

  

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>
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TITLE	Assessment requirements for FWPCOT2XXX Pack timber or wood products for despatch
<b>Performance Evidence</b>	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has planned and packed timber or wood products for:</p> <ul style="list-style-type: none"> <li>• one routine order in readiness for despatch to customers</li> <li>• one special order in readiness for despatch to customers.</li> </ul> <p>In performing each of these tasks, the individual has:</p> <ul style="list-style-type: none"> <li>• packed timber or wood products according to work order and safe work procedures</li> <li>• stacked, braced, strapped and labelled packs of timber or wood products according to workplace procedures and work health safety requirements</li> <li>• used labelling methods according to workplace procedures</li> <li>• modified packing of routine order according to work order and workplace procedures</li> <li>• monitored the packing process for faults and responded according to workplace procedures.</li> </ul>	
<b>Knowledge Evidence</b>	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• safe work procedures involved in packing and handling timber or wood products, including the use of personal protective</li> <li>• environmental protection procedures including the safe and efficient disposal, recycling or re-use of waste material (including bracing and strapping waste material) and the minimisation of carbon emissions</li> <li>• workplace procedures related to timber or wood products packing process for: <ul style="list-style-type: none"> <li>• identifying and resolving common faults and problems</li> <li>• recording and reporting workplace information</li> </ul> </li> <li>• end-use of timber or wood products to be packed and consequences of product damage resulting from packing process</li> <li>• characteristics of pack shift and movement, its impact on safety and how to control it</li> <li>• packing sequences and weight distribution and their impact on safety and productivity</li> <li>• packing methods that apply to different types of timber or wood products (stacking, bracing, strapping)</li> <li>• tools and equipment used for packing and procedures for their safe use and maintenance.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• timber or wood products to be packed</li> <li>• materials and equipment used to pack products</li> <li>• packing materials</li> <li>• labelling materials</li> <li>• personal protective equipment required for packing operations</li> </ul> </li> <li>• specifications: <ul style="list-style-type: none"> <li>• work order or instruction detailing task to be carried out</li> <li>• workplace health and safety and environment protection procedures applicable to timber or wood products packing operations</li> <li>• workplace procedures for timber or wood products packing operations.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	

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