

**Modification history**

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0

FWPCOT2XXX	Store materials
<b>Application</b>	This unit of competency describes the skills and knowledge required to receive, check conformity and store packs of timber and timber products in a timber racking system and storage bay. The unit applies to sawmill workers, production workers, manufacturing assistants. This unit is suitable for those with the knowledge and skills to undertake specified activities under the direction of more experienced workers. No licensing, legislative or certification requirements apply to this unit at the time of publication.
<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. Receive materials	1.1 Read and interpret work order to gather information relevant to storing materials and where required check with appropriate person 1.2 Read and interpret workplace safety and environmental requirements relevant to storing materials 1.3 Release or unbind packs in a clear area to avoid obstruction of walkways, personal injury and damage to material 1.4 Check material tallies against job quantity list and conformity against product specification 1.5 Report packs not meeting work order or containing contaminated material to appropriate person
2. Prepare for storage	2.1 Select, fit and use appropriate personal protective (PPE) 2.2 Determine method of handling products and select lifting equipment or request assistance with lifting 2.3 Inspect and check the type and quantity of material for grading, labelling and storage 2.4 Sort and safely place materials to be stored on a stand, a frame or on the ground 2.5 Regularly clear area of packing and loose material to comply with workplace safety requirements 2.6 Select and isolate required storage locations following workplace requirements
3. Categorise and store materials	3.1 Separate material into grade, size, quality and category to meet product specification 3.2 Designate and label storage locations and safely store materials in their designated area 3.3 Discard material not meeting quality standard requirements 3.4 Complete and maintain records and reports following workplace procedures
4. Clean up	4.1 Clean work area and dispose of, recycle or reuse left over material following workplace and environmental requirements 4.2 Clean and maintain tools and report any faulty or damaged tools 4.3 Return tools and equipment to their allocated storage area

<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>
Writing	<ul style="list-style-type: none"> <li>Record routine work information into a record document/form</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Ask open and closed probe questions and actively listen to clarify contents of work orders</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 Store materials	FWPCOT2228 Store materials	Application clarified Element added and Performance Criteria re-sequenced Foundation Skills and Assessment Requirements updated	Equivalent unit

<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>
--------------	---

<b>TITLE</b>	<b>Assessment requirements for FWPCOT2XXX Store materials</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has received and stored a minimum of three packs containing different products into their allocated storage bay and:</p> <ul style="list-style-type: none"> <li>• followed workplace procedures relevant to storing materials</li> <li>• visually checked product to align with quality and grade</li> <li>• applied correct manual or mechanical handling techniques</li> <li>• correctly sorted and stored packs of timber products.</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>• organisational policies and procedures relevant to receiving and storing timber products</li> <li>• methods of visual estimation, grading, colour identification and tagging</li> <li>• range of industry standard lengths, cross sections, appearance grades</li> <li>• forestry and timber production terminology</li> <li>• processes, procedures and techniques for storing timber and timber products</li> <li>• characteristics, properties and limitations of timber and timber products</li> <li>• workplace safety: <ul style="list-style-type: none"> <li>• personal protective equipment (PPE)</li> <li>• hazardous manual tasks</li> <li>• exposure to dust</li> <li>• exposure to excessive noise</li> </ul> </li> <li>• workplace and environmental requirements for safely disposing of waste</li> <li>• purpose, features and operation of lifting equipment: <ul style="list-style-type: none"> <li>• fork lifts</li> <li>• slings</li> <li>• trolley jacks</li> <li>• gantry cranes</li> <li>• loaders</li> </ul> </li> <li>• recording and reporting receipt of stock.</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>• packs of various timber products</li> <li>• mechanical lifting equipment</li> <li>• storage bays</li> </ul> </li> <li>• specifications: <ul style="list-style-type: none"> <li>• workplace and environmental documentation relating to disposal of waste</li> <li>• organisational policies and procedures relating to storing materials</li> <li>• workplace safety requirements</li> <li>• recording and reporting documents/forms</li> </ul> </li> <li>• relationships: <ul style="list-style-type: none"> <li>• team members/supervisor to confirm work orders and report work related issues</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>	
<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>
--	---