

Modification history

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

FWPCOT2XXX	Tally material
Application	This unit of competency describes the skills and knowledge required to prepare and record manual or electronic tallies of finished packs of material. Work is completed in a forest products factory setting. The unit applies to production workers, sawmill workers, manufacturing assistants, timber products workers. No licensing, legislative or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	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 for tallying	1.1 Read and interpret work order and where required check with appropriate person 1.2 Identify location of material to be tallied and arrange access with others in the workplace in line with organisational procedures 1.3 Select and use suitable tallying tools 1.4 Identify and control workplace hazards and select and use personal protective equipment appropriate for the task 1.5 Plan tallying activities in line with work order and to ensure continuous workflow
2. Record piece or pack details	2.1 Count pieces or packs and legibly and accurately record in line with organisational formats 2.2 Clear work area regularly following workplace and environmental requirements to maintain a safe and efficient workflow 2.3 Monitor and replace supply of tally sheets, bar coding material or other documents 2.4 Check packs to ensure conformance with relevant specifications 2.5 Identify operational problems, non-conformances and damaged material and report to appropriate personnel 2.6 Accurately record and report tallying results manually or electronically in line with organisational procedures

Foundation Skills	
<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>	
Skill	Description
Reading	<ul style="list-style-type: none"> Identify and interpret essential tallying information from organisational procedures and work orders
Writing	<ul style="list-style-type: none"> Complete accurate basic records of tallying results, non-conformant products and damaged packs
Oral communication	<ul style="list-style-type: none"> Ask questions and actively listen to clarify contents of work orders Use production terminology to make accurate verbal reports on operational problems
Numeracy	<ul style="list-style-type: none"> Count and tally numbers of product pieces and packs Complete routine tallying for timber volumes or lineal metres in a pack Input accurate numerical data for routine tallying records and reports

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2XXX Tally material	FWPCOT2210 Tally material	Application – minor grammar changes Performance Criteria – grammar changes and renumbering Foundation Skills – deleted planning and organising and problem solving and reviewed reading, writing, oral communication and numeracy Assessment Requirements – reviewed and updated	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47
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TITLE	Assessment requirements for FWPCOT2XXX Tally material
Performance Evidence	
<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, for at least two different work orders:</p> <ul style="list-style-type: none"> • completed tallying tasks including at least two of the following materials: <ul style="list-style-type: none"> • timber • hardware items and fittings • packs of random timber cross sections, lengths or panel sizes • packs of set timber cross sections, lengths or panel sizes • completed tally sheets or electronic record for each tallying job • completed records for non-conformances and damaged material identified during each tallying job. 	
Knowledge Evidence	
<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"> • manual and electronic methods used to tally material in a forest products factory setting • format, content and use of common industry and organisation specific documents used to record and report tallies • industry standard sizing and names for timber, timber profiles and boards • industry and organisational standards and specifications for packaging timber products • methods to recognise common features of non-conformant packs • purpose, features and use of tools and equipment used for tallying material in a forest products factory setting including: <ul style="list-style-type: none"> • electronic bar coding equipment • personal protective equipment • organisational procedures specific to tallying material: <ul style="list-style-type: none"> • communication reporting lines • recording and reporting non-conformances and damaged material • recording and reporting tallying results • workplace safety: <ul style="list-style-type: none"> • hazard identification and control • hazardous manual tasks 	
Assessment Conditions	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • sufficient and appropriate materials for packaging and tallying • personal protective equipment • tallying and recording tools and equipment • specifications: <ul style="list-style-type: none"> • work orders and product specifications • workplace safety and environmental documentation • relationships: <ul style="list-style-type: none"> • person to confirm work orders and report production and quality issues. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet:

	https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47
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