

Modification history

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

PPMHRF2XX	Pack and dispatch recovered fibre
Application	<p>This unit of competency describes the skills and knowledge required to prepare, pack, load and dispatch recovered fibre material for pulp production.</p> <p>The unit applies to production support operators who under supervision, carry out routine tasks in preparing and dispatching recovered fibre material for a pulp and paper manufacturing facility. Recovered fibre includes post-consumer and post-industrial paper material, de-inked pulp and internal broke.</p> <p>No licensing, legislative or certification requirements apply to this unit in at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Handling and Preparing Recovered Fibre for Pulp Production (HRF)

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 dispatch	1.1 Identify and confirm recovered fibre order requirements 1.2 Plan and sequence work tasks according to delivery specifications, workplace procedures and work health and safety requirements 1.3 Identify health and safety hazards and report safety concerns 1.4 Select and fit personal protective equipment for the tasks 1.5 Select required packing materials and equipment and materials handling equipment for the task 1.6 Prepare and maintain work area for packaging and dispatch according to housekeeping and environmental requirements
2. Prepare material for dispatch	2.1 Select and check recovered fibre material for dispatch against labels and identification systems 2.2 Sort, assemble and place orders in storage or dispatch zones according to delivery specifications 2.3 Check, weigh and label order according to transportation requirements
3. Dispatch product	3.1 Communicate load and delivery requirements to transporter 3.2 Load recovered fibre order for dispatch using appropriate materials handling equipment 3.3 Remove and process damaged product during loading as required 3.4 Check and confirm load is secure with transporter
4. Finalise documentation	4.1 Check and complete dispatch details according to workplace and transporter procedures 4.2 Attach security seals as required

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"> Interpret information from order requirements and workplace procedures
Writing	<ul style="list-style-type: none"> Complete forms and records accurately and legibly using industry terminology
Oral communication	<ul style="list-style-type: none"> Select and use appropriate and clear communication strategies with work colleagues and other personnel on site
Numeracy	<ul style="list-style-type: none"> Use measuring equipment to estimate volume and weight Use simple mathematical calculations to prepare orders Interpret numerical data on instruments, gauges and data recording equipment.

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
PPMHRF2XX Pack and dispatch recovered fibre	PPMHWP250 Store and dispatch waste paper	Amended unit title and unit sector code. Changes to elements, performance criteria, foundation skills, performance and knowledge evidence. Assessment conditions updated.	Not equivalent

Links
Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93

TITLE	Assessment requirements for PPMHRF2XX Pack and dispatch recovered fibre
Performance Evidence	
<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 prepared, packed and dispatched at least two different orders for recovered fibre material, including for each order:</p> <ul style="list-style-type: none"> • interpreted recovered fibre order requirements • operated packaging, wrapping and labelling equipment and materials handling equipment safely and efficiently • completed accurate labels and dispatch records • communicated effectively with others, verbally and using hand signals, during packing, loading and dispatch. 	
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"> • types of, and characteristics of recovered fibre material used for pulp production • workplace procedures relevant to packaging and dispatch of recovered fibre material, including work health and safety, high risk load shifting licensing requirements, environmental requirements, and risks and hazard identification • workplace environmental sustainability requirements and practices for recovered fibre operations, including workplace biotechnological applications and processes and biomass-derived products • packaging and dispatch area processes, layout and associated services relevant to carry out packaging, storage and dispatch of recovered fibre material • warehouse organisation and workflow relevant to storage and despatch of recovered fibre material • equipment and materials used for packaging, loading and dispatching recovered fibre material • electronic and other control systems, operation and application to make appropriate adjustments that control packing and dispatching recovered fibre material processes • freight carrying and load restraint requirements when loading recovered fibre material. 	
Assessment Conditions	
<p>Assessment of 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 a pulp manufacturing facility or an environment that accurately reflects performance in a workplace • resources, equipment and materials: <ul style="list-style-type: none"> • recovered fibre material • equipment and materials for packaging and dispatching recovered fibre material • electronic control systems including digital control system, touch screens or robotics for ordering and dispatching • personal protective equipment for packaging and dispatching • records system for producing labels and recording dispatch details • specifications: <ul style="list-style-type: none"> • workplace and standard operating procedures relating to packaging and despatching recovered fibre material, including health and safety, risks and hazards identification, quality, housekeeping and environmental requirement • relationships: <ul style="list-style-type: none"> • relevant personnel for the purposes of communicating information <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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