Modification history

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

PPMRES2XX	Receive materials
Application	This unit of competency describes the skills and knowledge required to receive, check, weigh and direct trucks for unloading raw materials for pulp or paper manufacturing. The unit applies to production support operators who under supervision, carry out routine tasks in receiving raw materials for a pulp and paper manufacturing facility. No licensing, legislative or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	Primary Resource Operations (RES)

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to receive materials	1.1 Identify and confirm material stock order to be received 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 required personal protective equipment and measuring and weighing equipment for the task 1.5. Notify yard personnel of deliveries requiring unloading 1.6 Prepare and maintain unloading areas according to housekeeping and environmental requirements
2. Check and weigh load and record data	2.1 Check incoming material load against order and delivery documentation 2.2 Receive, inspect and weigh load according to work health and safety and workplace procedures 2.3 Handle non-conforming loads according workplace procedures 2.4 Record weight of load and load conformance information. 2.5 Confirm and record load details according to workplace requirements
3. Direct trucks for unloading	3.1. Direct truck to designated unloading site 3.2 Monitor and control truck traffic in the receiver area according safe work requirements and practices 3.3 Communicate load requirements to relevant personnel

Foundation Skills

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.

Skill	Description
Reading	• Interpret information from order documentation and workplace procedures
Writing	• Complete forms and records accurately and legibly using industry terminology
Oral communication	• Select and use appropriate and clear communication strategies with work colleagues and other personnel on site • Make accurate reports on load discrepancies
Numeracy	• Use measuring and weighing equipment to estimate volume and weight • 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
PPMRES2XX Receive materials	PPMRES260 Receive materials	Changes to element, performance criteria, foundation skills, performance and knowledge evidence. Assessment conditions updated.	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 PPMRES2XX Receive materials

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has received at least two different material deliveries, including for each delivery:
- maintained a safe and clean working environment
- used appropriate signals to direct trucks to appropriate locations for unloading, while controlling traffic
- use weighing and measuring equipment to determine weight of truck and truck load and to identify non-conforming loads
- completed accurate records on load data and non-conformance information
- communicated effectively with others, verbally and using hand signals, throughout receiving process

Knowledge Evidence

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:
- types of, and characteristics of raw materials used for pulp and paper manufacturing
- workplace procedures relevant to receiving loads of recovered paper, 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 receiving materials, including workplace biotechnological applications and processes and biomassed-derived products
- situational awareness when unloading trucks including awareness of personnel, hazards, moving trucks and equipment
- raw materials receiving processes, layout and associated services relevant to receiving stock
- loading areas and logistics controls to monitor unloading operations
- electronic and other control systems, operation and application to make appropriate adjustments that control receiving operations.

Assessment Conditions

Assessment of skills in this unit of competency must take place under the following conditions:
- physical conditions:
    - skills must be demonstrated in a pulp or paper manufacturing facility or an environment that accurately reflects performance in a workplace
- resources, equipment and materials:
    - material loads
    - measuring equipment including tape measure and weighbridge
    - weighing and measuring equipment - electronic or manual
    - electronic control systems including digital control system, touch screens or robotics for receiving materials
    - personal protective equipment for receiving materials
    - records system for recording details of received materials
- specifications:
    - workplace and standard operating procedures relating to receiving materials including health and safety, risks and hazards identification, quality, housekeeping and environmental requirements
- relationships:
    - relevant personnel for the purposes of communicating information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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