

## Competency Standards for Caribbean Vocational Qualifications (CVQ)

**CCTRM10105**

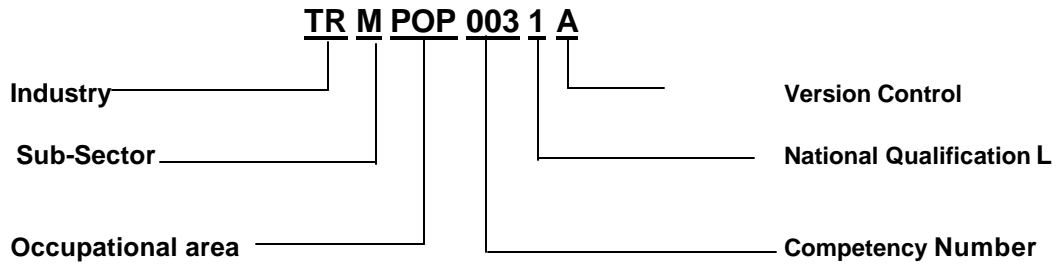
**Level I in Stevedoring Foundation Skills**

Unit Number	Unit Title	Core/ Elective	Hours
TRACOR0011A	Follow principles of Occupational Health and Safety (OH&S) in work environment	Core	20
TRACOR0021A	Undertake interactive workplace communication	Core	20
TRACOR0031A	Plan to undertake a routine task	Core	10
TRACOR0041A	Perform routine housekeeping duties	Core	10
TRMCOR0051A	Follow security procedures	Core	20
TRACOR0231A	Perform related computations - (basic)	Core	20
TRMCOR0241A	Perform basic first aid duties	Core	30
TRACOR0251A	Work effectively with others	Core	10
MEMMAH0071A	Perform manual handling and lifting	Core	5
TRMPOP0011A	Secure cargo	Core	10
TRMPOP0021A	Use manual handling equipment	Core	10
TRMPOP0031A	Shift materials safely	Core	10
MEMMAH0091A	Perform pre- rigging testing and inspection	Core	15
MEMMAH0101A	Perform basic rigging work	Core	20
MEMMAH0121A	Perform basic dogging work	Core	10
TRMSOP0011A	Lash and unlash cargo	Core	10
TRAGOP0051A	Receive goods	Elective	20
TRAGOP0061A	Package goods	Elective	15
TRAGOP0071A	Replenish stock	Elective	15
TRAGOP0081A	Participate in stock takes	Elective	15
TRAGOP0091A	Transfer cargo	Elective	15
TRAGOP0101A	Carry out vehicle inspections	Elective	15
TRAGOP0111A	Carry out inspection of trailers	Elective	15
TRMSOP0021A	Attach/detach clip-on-units	Elective	15
ITICOR0011A	Carry out data entry and retrieval procedures	Elective	40
TRMPOP0012A	Operate a steer skid loader to perform basic operations	Elective	20
TRMPOP0022A	Load and unload cargo	Elective	20
TRMSOP0012A	Prepare and transfer cargo with slings	Elective	20
TRMPOP0032A	Handle dangerous goods or hazardous substances	Elective	20
BSBSBM0012A	Craft personal entrepreneurial strategy	Elective	50

To achieve this qualification ALL Mandatory competency plus a minimum of Two (2) Level one electives and One (1) Level two elective must be achieved.

**Legend to Unit Code**

Example: TRMPOP0031A



**KEY: COR – Core; SBM – Small Business Management; –; MAH – Materials Handling; BSB - Business Sector (Business); ITI - Information Technology (Information); TRM - Transport Maritime; MEM – Metal Engineering and Maintenance POP – Port Operations, SOP;- Stevedoring Operations; GOP – Ground Operations**

## **TRACOR0011A: Follow principles of Occupational Health and Safety (OH&S) in work environment**

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively perform work activities to conform to Occupational Health and Safety requirements.

Competency Field: Transportation and distribution

<b>ELEMENT OF COMPETENCY</b>		<b>PERFORMANCE CRITERIA</b>	
1.	Follow safe work practices	1.1	Work is carried out safely and in accordance with company policy and company procedures and industry requirements.
		1.2	Housekeeping is undertaken in accordance with company procedures.
		1.3	Responsibilities and duties of employees are understood and demonstrated in day-to-day actions.
		1.4	Personal protective equipment is worn and stored according to company procedures.
		1.5	All equipment and safety devices are used according to legislative requirements and company/manufacturer's procedures/instructions.
		1.6	Safety signs/symbols are identified and followed as per instruction.
		1.7	All manual handling is carried out in accordance with Industry requirements, company procedures and National Occupational Health & Safety guidelines.
		1.8	Occupational Health & Safety Commission guidelines demonstrated.
2.	Report workplace hazards	2.1	Workplace hazards identified during the course of work are reported to appropriate person according to standard operating procedures/Federal aviation.
3.	Follow emergency procedures	3.1	Means of contacting the appropriate personnel and emergency services in the event of an accident demonstrated.
		3.2	Emergency and evacuation procedure understood and carried out when required.

## RANGE STATEMENT

This Occupational Health and Safety (OHS) unit applies to safe working practices as applied to all metal and engineering workplaces. Competencies to be demonstrated must be associated with performance of duties and use of specialist skills. This unit and these standards do not cover the skills of emergency teams such as fire fighting, first aid officer etc

Emergency procedures may include but not limited to the isolation of the following equipment as appropriate.

- electrical,
- mechanical
- hydraulic
- pneumatic
- emergency
- steam and water
- oxy fuel

Ladders and work platforms include:

- extension ladders
- step ladders
- trestle ladders
- simple work platforms

Safety responsibilities apply to:

- personal protection
- safe interactive work practices (duty of care)
- Occupational Health and Safety (OHS) regulations
- National Environment and Planning agency (NEPA) regulations

Quality Assurance requirements may include:

- working environment/fellow workers
- adverse weather conditions
- protection of work personnel
- protection of public

Personal protective equipment may include but is not limited to:

- overalls, safety glasses/goggles, hard hat cap
- dust masks/respirator, gum boots
- ear plugs/muffs

Emergency procedures include:

- fire fighting
- medical and first aid
- evacuation

## EVIDENCE GUIDE

Competency is to be demonstrated by safely and effectively carrying out safe work practices within the range of variables statement relevant to the work orientation

### (1) Critical Aspects of Evidence

It is essential that competence is observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- demonstrate application of organizational policies and procedures including Quality Assurance requirements where applicable
- carry out correct procedures prior to and during work activities
- safe and effective operational use of tools, plant and equipment
- carry out appropriate applications in accordance with regulatory and legislative requirements

### (2) Pre-requisite Relationship of Units

- Nil

### (3) Underpinning Knowledge and Skills

#### Knowledge

Knowledge of:

- basic level of ability in speaking
- basic level in reading & writing English
- workplace and equipment safety requirements
- material handling requirements
- relevant acts, regulations and codes of practice
- company policy

#### Skills

The ability to:

- work safely to instructions
- use tools and equipment safely
- select and use material equipment and tools to standards
- communicate effectively

### (4) Resource Implications

The following resources should be made available:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant product and manufacturing specifications
- any relevant codes, standards, manuals and reference materials

**(5) Method of Assessment**

The candidate will be required to

- answer questions put by the assessor
- identify colleagues who can be approached for the collection of competency evidence where appropriate
- present evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge.

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities.

**(6) Context of Assessment**

This unit may be assessed on the job, off the job, or a combination of both. Aspects of this unit will need to be assessed in a work situation. The context in which the OH & S principles are applied should be consistent with the individual's field of work. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. Assessment should be conducted in an environment that the individual is familiar with.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manage process</li> <li>• Select the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## **TRACOR0021A: Undertake interactive workplace communication**

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively undertake interactive communication at the workplace.

Competency Field: Transportation and Distribution

<b>ELEMENT OF COMPETENCY</b>	<b>PERFORMANCE CRITERIA</b>
1. Communicate information about tasks, processes, events or skills	1.1 Information about tasks, processes, events or skills is communicated.
	1.2 Multiple operations involving several topics/areas are communicated.
	1.3 Listening is undertaken without continuous interruptions of the speaker.
	1.4 Questions are used to gain extra information.
	1.5 Correct sources of information are identified.
	1.6 Information is selected and sequenced appropriately.
	1.7 Verbal and written reporting is undertaken where required.
	1.8 Communication is demonstrated in both familiar and unfamiliar situations and to familiar and unfamiliar individuals and groups.
2. Take part in group discussion to achieve appropriate work outcomes	2.1 Responses sought and provided to others in the group.
	2.2 Constructive contributions are made in terms of the production process involved.
	2.3 Goals and aims are communicated.

## RANGE STATEMENT

This unit covers competencies needed for situations where employees must collectively undertake a task eg: three or four assemblers co-operating to assemble a product, a trade's person who has to attend a service call, or a group of process workers who undertake a similar task in close proximity to each other.

Techniques that could be used as the subject of communication includes but is not limited to:

- sketches
- drawings
- charts and maps
- telephone
- production schedules
- written machine or job instructions;
- client instructions
- face to face
- signage
- memos
- work schedules/work bulletins

## EVIDENCE GUIDE

Competency is to be demonstrated by the effective use of methods of communication relating to instructions, information sources and meeting procedures listed within the range statement relative to the work orientation.

### (1) Critical Aspects of Evidence

This unit should be assessed in conjunction with other specialisation or core units and not in isolation. The assessment should be linked with performance of normal workplace activities where the competency covered by this unit is demonstrated concurrently with other core or elective competencies. The communication tasks may be related to any aspect of the job, interacting with team members, receiving instructions, reporting and any other activity that requires communication with individuals or groups.

During assessment the individual will:

- demonstrate safe working practices at all times
- demonstrate the ability to undertake interactive workplace communication
- communicate information about processes, events or tasks being undertaken to ensure a safe and efficient working environment
- use accepted engineering techniques, practices, processes and workplace procedures

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities.

### (2) Pre-requisite Relationship of Units

- Nil



**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- basic level of ability in speaking
- basic level in reading
- basic transportation and distribution terminologies
- basic level in writing English
- basic numeracy
- work place safety requirements
- the use of work schedules, charts, work bulletins and memos

Skills

The ability to:

- work safely to instructions
- convey information in simple English to invoke correct actions
- undertake interactive workplace communication in the transportation and distribution industry

Basic numeracy means the ability to perform simple arithmetic using whole numbers applying the four basic rules of addition, subtraction, multiplication and division. The unit however does not refer to competence in English but in communication. English language ability should be professionally assessed

**(4) Resource Implications**

The following resources should be made available:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant product and manufacturing specifications
- any relevant codes, standards, manuals and reference materials

**(5) Method of Assessment**

The candidate will be required to:

- identify colleagues who can be approached for the collection of competency evidence where appropriate.
- present evidence of credit for any off-job training related to this unit.

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge.

**(6) Context of Assessment**

This unit may be assessed on the job, off the job or a combination of both. The communication activities undertaken should be consistent with the individual's field of work and be based on interaction with others related to workplace tasks and procedures, tools, equipment, materials and documentation relevant to that field of work. The competencies covered by this unit should be demonstrated by an individual working alone or as part of a team. Assessment should be conducted in an environment that the individual is familiar with.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**TRACOR0031A: Plan to undertake a routine task**

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively plan to undertake a routine task industry.

Competency Field: Transportation and Distribution

**ELEMENT OF COMPETENCY****PERFORMANCE CRITERIA**

1. Identify task requirements	1.1	Instructions as to procedures are obtained, understood and where necessary clarified.
	1.2	Relevant specifications for task outcomes are obtained, understood and where necessary clarified.
	1.3	Task outcomes are identified.
	1.4	Task requirements such as completion time and quality measures are identified.
2. Plan steps required to complete task	2.1	Based on instructions and specifications provided, the individual steps or activities required to undertake the task are understood and where necessary clarified.
	2.2	Sequence of activities required to be completed is identified in plan.
	2.3	Planned steps and outcome are checked to ensure conformity with instructions and relevant specifications.
3. Review plan	3.1	Outcomes are identified and compared with (planned) objectives, task instructions, specifications and task requirements.
	3.2	If necessary, plan is revised to better meet objectives and task requirements.

**RANGE STATEMENT**

This unit applies to the activities related to planning to undertake a routine task. The task and associated planning activity are carried out under supervision. The plan may or may not be documented. The task involves one or more steps or functions carried out routinely on a regular basis. The planning activity does not require the exercise of judgement as to priorities or time limitations; it requires that precise information provided in the instructions be accurately followed, steps in the process be completed in the appropriate sequence and that the time limits specified are met.

Instructions may include but not limited to:

- standard operation sheets
- clear specifications and requirements
- quality and time allowances
- standard operating procedures

## EVIDENCE GUIDE

Competency is to be demonstrated by the effective use of planning activities relating to instructions, information sources and meeting procedures listed within the range statement relative to the work orientation

### (1) Critical Aspects of Evidence

This unit should be assessed in conjunction with other specialisation or core units and not in isolation. The assessment should be linked with performance of normal workplace activities where the competency covered by this unit is demonstrated concurrently with other core or elective competencies. The assessment of this competency may be associated with the assessment of core or elective units that require planning for undertaking a routine task in the individual's field of work.

During assessment the individual will:

- demonstrate safe working practices at all times
- demonstrate the ability to plan to undertake a routine task
- communicate information about processes, events or tasks being undertaken to ensure a safe and efficient working environment
- take responsibility for the quality of their own work
- perform all tasks in accordance with standard operating procedures
- perform all tasks to specification
- use accepted engineering techniques, practices, processes and workplace procedures

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities

### (2) Pre-requisite Relationship of Units

- Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- basic level of ability in speaking
- basic level in reading
- basic level in writing English
- basic numeracy
- task requirements
- work place operating procedures
- the use of work schedules, charts, work bulletins and memos

Skills

The ability to:

- work safely to instructions
- convey information in simple English to invoke correct actions
- apply quality procedures
- read and interpret simple drawings, and specifications
- plan a routine task
- undertake a routine task

Basic numeracy means the ability to perform simple arithmetic using whole numbers applying the four basic rules of addition, subtraction, multiplication and division. The unit however does not refer to competence in English but in communication. English language ability should be professionally assessed

**(4) Resource Implications**

The following resources should be made available:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant product and manufacturing specifications
- any relevant codes, standards, manuals and reference materials

**(5) Method of Assessment**

The candidate will be required to:

- answer questions put by the assessor
- identify colleagues who can be approached for the collection of competency evidence where appropriate
- present evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge.

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**(6) Context of Assessment**

This unit may be assessed on the job, off the job or a combination of both. The communication activities undertaken should be consistent with the individual's field of work and be based on interaction with others related to workplace tasks and procedures, tools, equipment, materials and documentation relevant to that field of work. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. Assessment should be conducted in an environment that the individual is familiar with.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
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Collect, analyse and organise information	Level 1	
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Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

## TRACOR0041A: Perform routine housekeeping duties

Competency Descriptor:

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This unit deals with the skills and knowledge required to effectively perform routine housekeeping duties in a safe and environment friendly manner. It applies to individuals working in the transportation and distribution industry.

Competency Field: Transportation and Distribution

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Plan, prepare and organise work area	1.1	OH&S requirements associated with application tasks and workplace environment are recognised and adhered to.
		1.2	Appropriate personal protective equipment are selected, correctly fitted and used.
		1.3	Site policies and procedures for tidying of work area and surrounds are applied.
		1.4	Tools and equipment for handling materials/goods, non-toxic waste, are selected and consistent with job requirements.
		1.5	Tools and equipment for handling materials/goods, non-toxic waste is checked for serviceability and any faults reported to supervisor.
2.	Correctly manual handle, sort and stack material	2.1	Common aviation materials are recognised and selected for sorting and stacking/stockpiling to supervisor's instructions and/or specifications.
		2.2	Handling characteristics of materials are identified and appropriate handling techniques applied.
		2.3	Specific handling requirements for hazardous materials are applied.
		2.4	Materials are stored, stacked/stockpiled and protected, clear of trafficways, so they are easily identified, retrieved and not damaged.
		2.5	Appropriate signage and barricades are erected where applicable to isolate stored materials from workplace traffic or access.
		2.6	Correct manual handling techniques are used.

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|----|--|-----|--|
| 3. | Prepare for mechanical handling of materials | 3.1 | Materials are stacked/banded for mechanical handling in accordance with type of material and plant/equipment to be used. |
|    |  | 3.2 | Rigger is assisted with loading, unloading, moving, locating and/or installing materials.                                |
|    |  | 3.3 | Materials are safely handled with assistance of pallet trolley, forklift or hoist.                                       |
| 4. | Handle and remove waste safely               | 4.1 | Waste materials are handled correctly and safely according to OH&S and requirements of regulatory authorities.           |
|    |  | 4.2 | Hazardous materials are identified for separate handling.  |
|    |  | 4.3 | Non-toxic materials removed using correct procedures.  |
|    |  | 4.4 | Dust suppression procedures are used to minimise health risk to work personnel and others.                               |
| 5. | Clean up                                     | 5.1 | Tools and equipment are cleaned, maintained, and stored.   |
|    |  | 5.2 | Equipment and consumable materials are maintained and stored correctly after use.  |
|    |  | 5.3 | Spills, waste, or other potential hazards are removed from floors.   |
|    |  | 5.4 | Waste materials are disposed of safely.  |
|    |  | 5.5 | Site is cleaned and cleared of debris and unwanted material.   |

## RANGE STATEMENT

### Sources of information/documents

- site policy procedures for routine housekeeping practices
- company operating procedures
- customer service requirements
- industry/workplace codes of practice

### Resources may include:

- types of tools
- equipment
- material

### Dust suppression procedures may include:

- spraying with water
- covering
- use of vacuum cleaner

### House keeping methods may include:

- cleaning benches
- sinks preparation areas walkways fixtures and other working surfaces





Protection of stacked/stored materials may include:

- covering
- tying or banding
- barricades
- signs
- locked away (hazardous materials)

Removal of materials to include processes of recycling and salvage where applicable.

OH&S requirements to be in accordance with (Statutory/National) legislation and regulations.

Work to be undertaken as part of a team or individually under supervision of appropriately certificated persons where applicable.

Reporting of faults may be verbal or written.

## EVIDENCE GUIDE

Competency is to be demonstrated by the effective handling and storing/stacking of appropriate construction materials listed within the range of variables statement, relevant to the work orientation.

### (1) Critical Aspects and Evidence

It is essential that competence is observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations and National legislations applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of materials handling processes
- demonstrate safe and effective operational use of tools and equipment
- demonstrate safe application in the process of cleaning up
- interactively communicate with others to ensure safe and effective operations

### (2) Pre-requisite Relationship of Units

- Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- workplace and equipment safety requirements including relevant codes and regulation
- hand tools and equipment
- materials
- materials handling
- quality Assurance
- range of communication mediums (verbal and non-verbal)

Skills

The ability to:

- work safely to instructions
- use hand and portable tools
- handle materials
- identify/select material
- measure
- communicate effectively
- dispose of material safely
- use disposal equipment and tools as required

**(4) Resource Implications**

The following resources should be made available:

- general materials and consumables relative to motor vehicle repairs processes
- plant and equipment appropriate to handling processes
- hand tools appropriate to handling processes
- suitable work area appropriate to motor vehicle repair process
- OHS information

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.



## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"><li>Carries out established processes</li><li>Makes judgement of quality using given criteria</li></ul>	<ul style="list-style-type: none"><li>Manages process</li><li>Selects the criteria for the evaluation process</li></ul>	<ul style="list-style-type: none"><li>Establishes principles and procedures</li><li>Evaluates and reshapes process</li><li>Establishes criteria for evaluation</li></ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## TRMCOR0051A: Follow security procedures

### Competency Descriptor:

This unit deals with the skills and knowledge required to effectively follow security procedures in the transportation and distribution industry.

Competency Field: Transportation and Distribution

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Check seals on containers or packages	1.1	Seals are inspected to ensure that they are intact prior to commencement of unstuffing or unpacking operations.
		1.2	Damaged seals are reported in accordance with operational procedures and statutory authority regulations.
2.	Actions are taken to reseal or dispose of packages and empty containers	2.1	Completion of unpacking / unstuffing operations is in accordance with workplace procedures and statutory regulations.
3.	Check and record entry / exit to and from work area	3.1	Personnel and/or vehicles are checked in accordance with site operational procedures and statutory authority regulations to prevent entry into secured area and or to prevent unlawful removal of goods (and cargo).
		3.2	Entry / exit recorded in accordance with site operational procedures.
4.	Secure pillage and high value goods	4.1	Pillage able and high value goods secured within specified location in accordance with operational procedures and statutory authority regulations ensuring: <ul style="list-style-type: none"> <li>• marks / numbers identified and recorded</li> <li>• goods to be secured are tallied</li> <li>• storage location matches product characteristics including fire risks, weather damage or requirements workplace</li> <li>• shortages and damage is reported</li> </ul>

- |    |   |     |   |
|----|---|-----|---|
| 5. | Record delivery of cargo  | 5.1 | Delivery of cargo from depot is recorded in accordance with operational procedures ensuring, where applicable, the following are identified: <ul style="list-style-type: none"><li>• carrier and vehicle registration</li><li>• cargo, including marks / numbers</li><li>• cargo documentation</li><li>• number of pallets</li><li>• gate pass and time of exit</li></ul> |
| 6. | Deal with and write reports on security incidents / emergencies | 6.1 | Security incidents / emergencies are dealt with following statutory authority regulations and site operational procedures.  |
|    |   | 6.2 | Written reports of incidents / emergencies communicate intended message within to security incidents / emergencies.   |

## RANGE STATEMENTS

This unit deals with the skills and knowledge required to effectively follow security procedures in the transportation and distribution industry.

Authorised personnel seeking entry to wharf / terminal may include:

- carriers
- customs
- AQIS
- port authority
- shipping agents
- stevedoring employees
- ships crew
- union representatives
- contractors
- containers / cargo are identified by marks & numbers and quantities

Worksite environment may include:

- operations conducted by day or night, irrespective of weather conditions
- work conducted in enclosed spaces, exposed conditions and controlled or open environments
- exposure may be chemicals, and other harmful substances, movements of equipment, goods, vehicles

Sources of information / documents may include:

- goods identification numbers and codes
- manifests
- manufacturers specifications
- operating procedures and policies
- supplier and/or client instructions
- materials safety data sheets
- codes of practice
- regulations
- award, eba, other agreed industrial arrangements
- standards and certification requirements
- quality assurance procedures
- phone, fax, e-mail, internet, radio, oral, aural or signed communications

General context

- work is performed under some supervision, generally within a team environment
- customers may be internal or external
- work is undertaken in various work environments

Applicable State Commonwealth regulations and legislation may include:

- Occupational Health & Safety.
- workplace relations
- workers compensation
- water & road use and licence arrangements
- licence, patent or copyright arrangements
- dangerous goods and freight regulations
- export / import / quarantine / bond requirements

Workplace context may include:

- Work organisation procedures and practices.

Conditions of service, legislation and industrial agreements including:

- workplace agreements and awards
- occupational health and safety
- State legislation
- Consultative processes may involve:
  - staff members
  - management
  - union representatives
  - industrial relations specialists
  - OH&S specialists
  - other professional or technical staff

Reports may be verbal or written.

Documentation includes:

- export receipt advice
- customs clearance
- gate pass / security clearance

## EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task

Shows evidence of application of relevant workplace procedures including:

- hazard policies and procedures including Codes of Practice
- issue resolution procedures
- job procedures and work instructions
- relevant guidelines relating to the safe use of equipment
- quality assurance procedures (where existing)
- security procedures
- action taken promptly - accidents and incidents reported in accordance with statutory requirements and procedures
- recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- work completed systematically with attention to detail and without damage of goods, equipment or personnel

### (1) Critical Aspects of Evidence

Assessment must confirm appropriate knowledge and skills to:

- locate, interpret and apply relevant information
- provide customer / client service
- convey information in written and oral form
- maintain workplace records
- use workplace colloquial and technical language and communication technologies in the workplace context

### (2) Pre-requisite Relationship of Units

The pre-requisite for this unit is:

- This unit of competency may be assessed in conjunction with other units that form part of a job role.

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- relevant industrial requirements
- relevant bond, quarantine or other legislative requirements
- identification and correct use of equipment, processes and procedures used within context of the job
- layout and site operating procedures
- documentation and data processing procedures
- relevant safety codes and safety procedures
- types of hazardous cargo and special handling procedures
- the marking and numbering systems for cargo

Skills

The ability to:

- apply of relevant industrial requirements
- identify and correctly use equipment, processes and procedures within context of the job
- apply relevant safety codes and safety procedures
- identify types of hazardous cargo and special handling procedures
- identify marking and numbering systems for cargo

**(4) Resource Implications**

The following resources should be made available:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant product and manufacturing specifications
- any relevant codes, standards, manuals and reference materials
- OHS information

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.



## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## TRACOR0231A: Perform related computations – (basic)

Competency Descriptor:

This unit deals with the skills and knowledge required to perform basic computations and effectively carry out measurements of work to required tolerance, and applies to all individuals working in the transportation and distribution industry.

Competency Field: Transportation and distribution

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Apply four basic rules of calculation	1.1	Simple calculations are performed using four basic rules, addition, subtraction, multiplication and division.
		1.2	Concepts are understood and simple calculations are performed involving length, perimeter, angles, area and volume.
2.	Perform basic calculations involving fractions and decimals	2.1	Simple calculations are performed involving fractions and mixed numbers using the four basic rules.
		2.2	Simple calculations are performed involving decimal fractions and mixed numbers using the four basic rules.

### RANGE STATEMENT

This unit applies to simple projects applicable to maritime operations:

Basic numeracy skills below those described in this unit are not covered in these standards and are assumed to be held on entry to the industry. Basic numeracy means the ability to:

- perform simple arithmetic using whole numbers
- apply the four basic rules of:
  - addition
  - subtraction
  - multiplication
  - division

Computations are performed in an appropriate application for the industry in which the person is working. Skills may be demonstrated in relation to:

- measurement,
- statistical application
- interpretation of drawings
- interpretation of diagrams

Calculations may be performed using:

- pen
- paper
- calculator
- protractor

## EVIDENCE GUIDE

Competency is to be demonstrated by the effective calculation of measurements and calculation of materials in accordance with range of variables statement relevant to the work orientation.

### (1) Critical Aspects of Evidence

This unit could be assessed in conjunction with any other units addressing:

- safety
- quality
- communication
- materials handling
- recording
- reporting

During assessment the individual will:

- take responsibility for the quality of their own work
- perform computations in accordance with standard principles
- perform computations accurately
- use accepted engineering techniques, practices, processes and workplace procedures

All must be associated with the computations being performed or other units requiring the exercise of the skills and knowledge covered by this unit.

### (2) Pre-requisite Relationship of Units

- Nil

### (3) Underpinning Knowledge and Skills

#### Knowledge

Knowledge of:

- fractions
- decimals
- basic algebra
- areas and perimeters
- basic arithmetic operations

#### Skills

The ability to:

- read and interpret drawings
- measure and calculate manually
- record measurements
- operate electronic calculating devices
- communicate effectively

**(4) Resource Implications**

The candidate will be provided with:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant product and manufacturing specifications
- any relevant codes, standards, manuals and reference materials

**(5) Method of Assessment**

The candidate will be required to:

- answer questions put by the assessor
- present evidence of credit for any off-job training related to this unit

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of installation activities to which applicant has contributed, or worked on
- training courses on basic math
- examples of authenticated assessments and/or assignments from formal education courses
- self assessment reports
- simulation

Assessor must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge.

All tasks involved must be completed within reasonable timeframes relating to typical workplace activities.

**(6) Context of Assessment**

This unit may be assessed on the job, off the job or a combination of both. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**TRMCOR0241A: Perform basic first aid duties**

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively cargo as applies to individuals working in the transportation and distribution industry.

Competency Field: Transportation and distribution

<b>ELEMENT OF COMPETENCY</b>	<b>PERFORMANCE CRITERIA</b>
1. Assess First Aid needs	1.1 The safety of injured person, bystanders and self in an accident situation is assessed in accordance with First Aid procedures. 1.2 The condition of the injured or ill person is assessed in accordance with First Aid procedures. 1.3 Safety hazards are identified and appropriately managed.
2. Respond to First Aid need within limitations of duty of care	2.1 Common injuries and minor disorders are correctly managed and medical assistance is available in accordance with First Aid provisions. 2.2 Emergency is dealt with effectively in accordance with operational procedures. 2.3 One person and two-person cardio pulmonary resuscitation (CPR) is performed following safety procedures. 2.4 Appropriate techniques for moving sick / injured persons are used.

## RANGE STATEMENT

### General context

First Aid is performed within legislative requirements and policies and procedures including any duty of care provisions.

#### Accident situations may include:

- shock
- soft tissues injuries
- fractures
- burns and scalds
- electric shock
- external haemorrhage
- spinal injury
- eye injury
- open wounds
- venomous bites
- collapsed unconscious patient and asthma

#### Worksite environment may include:

- operations conducted by day or night, in restricted spaces or exposed conditions and controlled or open environments
- exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles
- personnel in work area may include personnel, site visitors, contractors, official representatives

#### Sources of information / documents may include:

- manufacturers' specifications
- goods and container ID numbers & codes, manifests or bar codes
- operating procedures and policies
- supplier and/or client instructions
- materials safety data sheets
- phone, electronic data interchange, fax, e-mail, internet, radio, oral, aural or signed communications
- codes of practice including the national standards for manual handling and the industry safety code
- legislation, regulations and related documentation
- standards, certification requirements & quality assurance procedures
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- state / territory regulations regarding first aid provision in the workplace

#### Workplace context may include:

- organisation procedures and practices
- conditions of service, legislation and industrial agreements
- consultative processes,
- possibly involving staff members, management, union representatives,
- industrial relations specialists,
- OH&S specialists and/or other professional or technical staff

Applicable State / Territory / Commonwealth regulations and legislation may include:

- Occupational Health & Safety and Emergency Procedures.
- workplace relations and workers compensation
- dangerous and hazardous goods regulations
- environmental protection legislation
- emergency procedures
- First Aid

## EVIDENCE GUIDE

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task
- appropriate identification of symptoms and appropriate First Aid treatment
- referrals to appropriate internal personnel or external medical services are made when required

Shows evidence of application of relevant workplace procedures including:

- hazard policies and procedures including codes of practice
- issues resolution procedures
- job procedures and work instructions
- relevant guidelines relating to the use of equipment
- quality assurance procedures
- security procedures
- following recognised housekeeping procedures
- waste, pollution and recycling management processes
- takes action promptly- accidents and incidents reported following operational procedures
- adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- completes work systematically with attention to detail



**(1) Critical Aspects of Evidence**

Critical aspects of evidence to be covered

Assessment must confirm appropriate knowledge and skills to:

- locate, interpret and apply relevant information
- conduct First Aid procedure within State / Territory legislation
- provide customer / client service
- work effectively with colleagues
- convey information in written and oral form
- maintain workplace records
- use workplace colloquial and technical English and communication technologies in the workplace context
- identify vital signs and monitor condition of patient
- apply EAR and CPR
- control bleeding
- comfort and support the patient

**(2) Pre-requisite Relationship of Units**

- Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- site layout
- work systems, equipment or management, site and organisational operating procedures
- equipment processes, and procedures
- operational procedures for emergencies and accidents / incidents
- control of infection
- First Aid and physiological knowledge to accident situation
- communications equipment and techniques

Skills

The ability to:

- apply relevant industrial or other legislative requirements
- identify and correctly use of equipment processes, and procedures
- modifying activities dependent on differing workplace contexts and environment
- follow operational procedures for emergencies and accidents / incidents
- apply First Aid and physiological knowledge to accident situation
- identify qualified First Aiders

**(4) Resource Implications**

The following resources should be made available:

- general engineering and construction materials relative to construction processes
- plant and equipment appropriate to handling processes
- hand tools appropriate to handling processes
- suitable work area appropriate to construction process
- OHS information

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of related activities to which applicant has contributed, or worked on
- training courses on material related to range of variables and or knowledge requirement
- examples of authenticated assessments and/or assignments from formal education courses
- simulation

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 1	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**TRACOR0251A: Work effectively with others**

Competency Descriptor:

This unit relates to the skills and knowledge required to effectively work with others as it relates to the transportation and distribution

Competency Field: Transportation and distribution

<b>ELEMENT OF COMPETENCY</b>		<b>PERFORMANCE CRITERIA</b>	
1.	Contribute to determination of appropriate work roles	1.1	Work roles of each group member are identified based on information and instructions about objectives, performance requirements and procedures.
		1.2	Contributions are made to assist in the determination of the appropriate roles and responsibilities for the successful completion of the activity.
2.	Communicate information about tasks, processes, events or skills	2.1	Communication medium is selected to meet the purpose required.
		2.2	Multiple operations involving several topics / areas are communicated.
		2.3	Effective listening skills are demonstrated.
		2.4	Questions are used to gain additional information.
		2.5	Sources of information relevant to the communication are identified.
		2.6	Information is selected and sequenced correctly.
		2.7	Verbal and written reporting undertaken where required.
		2.8	Communication is undertaken in both familiar and unfamiliar situations and with familiar and unfamiliar individuals and groups.
3.	Contribute to the planning of the activity	3.1	Suggestions and information are provided as appropriate to contribute to the planning of the activity and the associated procedures.
4.	Participate in group discussions to achieve appropriate work outcomes	4.1	Responses are sought and provided to others in the group.

- |    |  |   |
|----|--|---|
|    | 4.2                                    | Constructive contributions are made in terms of the process involved.                             |
|    | 4.3                                    | Goals or outcomes are communicated and/or recorded.   |
| 5. | Work with others                       |   |
|    | 5.1                                    | Forms of communication appropriate to the activity are used.                                      |
|    | 5.2                                    | Assistance in the completion of the activities is requested where appropriate.                    |
|    | 5.3                                    | Contributions to the achievement of a required outcome are made.                                  |
|    | 5.4                                    | Work is undertaken in accordance with specified procedures on an individual basis as appropriate. |
|    | 5.5                                    | Work is undertaken in accordance with specified procedures on an individual basis as appropriate. |
|    | 5.6                                    | Suggestions for improvements to processes are made and discussed within the team.                 |
| 6. | Represent views of the group to others |   |
|    | 6.1                                    | Views and opinions of others are understood and accurately reflected.                             |

## RANGE STATEMENT

### Sources of information / documents may include:

- goods identification numbers and codes
- manifests, bar codes, goods and container identification
- manufacturers' specifications
- operating procedures and policies
- supplier and/or client instructions
- materials safety data sheets
- phone, electronic data interchange, fax, e-mail, internet, radio, oral, aural or signed communications
- legislation, regulations and related documentation
- standards, certification requirements & quality assurance procedures
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements

### General context

- work is performed under some supervision, generally within a team environment
- customers may be internal or external
- work is undertaken in various environments
- worksite environment may include:
  - operations conducted by day or night
  - work conducted in restricted spaces or exposed conditions or controlled or open environments
- exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles
- personnel in work area may include personnel, site visitors, contractors, official representatives

- quality assurance procedures

Applicable industry regulations and legislation may include:

- Occupational Health & Safety and Emergency Procedures
- workplace relations
- workers compensation
- water and road use and licence arrangements
- licence, patent or copyright arrangements
- dangerous goods and freight regulations
- export / import / quarantine / bond requirements
- marine orders
- environmental protection legislation
- emergency procedures

Workplace context may include:

- work organisation procedures and practices
- conditions of service, legislation and industrial agreements including:
  - workplace agreements and awards
  - occupational health & safety
  - State, Federal or Territory Legislation
- Consultative processes may involve:
  - staff members
  - management
  - union representatives
  - industrial relations, OH&S specialists other professional or technical staff

## EVIDENCE GUIDE

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task
- Contributes to teamwork planning, including setting objectives, time-lines and evaluating outcomes of the project.

Shows evidence of application of relevant workplace procedures including:

- hazard policies and procedures including Codes of Practice
- issue resolution procedures
- job procedures and work instructions
- relevant guidelines relating to the use of equipment
- quality assurance procedures (where existing)
- security procedures
- following recognised housekeeping processes
- waste, pollution and recycling management processes
- action taken promptly, accidents and incidents reported in accordance with statutory requirements and operating procedures
- recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- work completed systematically with attention to detail and without damage of goods, equipment or personnel

**(1) Critical Aspects of Evidence**

Critical aspects of evidence to be considered

Assessment must confirm appropriate knowledge and skills to:

- locate, interpret and apply relevant information
- provide customer / client service and work effectively with others
- convey information in written and oral form
- maintain workplace records
- select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context
- follow the designated work plan for the job
- operate in a team to complete a work oriented activity
- contribute to collective planning, co-operative work and effective outcomes for the activity

**(2) Pre-requisite Relationship of Units**

The pre-requisite for this unit is:

- This unit of competency may be assessed in conjunction with other units that form part of a job role or function.

**(3) Underpinning Knowledge and Skills****Knowledge**

Knowledge of:

- site layout
- operation of work systems, equipment, management and site operating systems
- impact of job on operational and individual performance
- relevant industrial requirements
- relevant bond, quarantine or other legislative requirements
- appropriate communication strategies including appropriate body language and conservation

**Skills**

The ability to:

- focus on operation of work systems, equipment, management and site operating systems
- apply relevant industrial requirements
- modify activities dependant on differing workplace contexts, risk situations and environment
- provide support to other team members

**(4) Resource Implications**

The following resources should be made available:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant product and manufacturing specifications
- any relevant codes, standards, manuals and reference materials
- OSHA information

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.



## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**MEMMAH0071A: Perform manual handling and lifting**

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively manually handle materials as applies to individuals working in the metal engineering and maintenance industry.

Competency Field: Material handling

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Lift materials manually	1.1	Material weight is determined correctly utilising most appropriate technique.
		1.2	Lifting techniques are undertaken to safe work standards, standard operating procedures. (Type of movement, methods of movement, storage condition, height and position).
2.	Move/shift materials manually	2.1	Appropriate equipment are selected where required
		2.2	Material is placed safely and securely on moving equipment
		2.3	Material is relocated ensuring safety of personnel and security of material.
		2.4	Material is unloaded from moving equipment and placed in a safe and secure manner.

**RANGE STATEMENT**

Work undertaken under supervision or in a team environment. Material weight is determined utilising scales or interpreting signage. Maximum manual lifting weight limited to safe work standards. All work and work practices undertaken to regulatory and standard requirements and standard operating procedures where applicable.

Moving/shifting equipment may include but not limited to:

- hand trolleys
- wheelbarrows
- motorised/hand pallet trucks (not sit on),
- hand carts
- dedicated production or process lifting equipment
- baskets
- spreader bars
- cradles or the like attached to lifting equipment
- rope

## EVIDENCE GUIDE

Competency is to be demonstrated by safely and effectively manually handling materials in accordance with the range listed within the range of variables statement.

### (1) Critical Aspects of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- show compliance with organizational policies and procedures including Quality Assurance requirements
- adopt and carry out correct procedures prior to handling materials
- demonstrate safe and effective operational use of lifting equipment, tools, and attachments
- demonstrate correct procedures in manual handling
- give particular attention to safety and elimination of hazards
- demonstrate safe handling of material
- interactively communicate with others to ensure safe operations demonstrate effective handling technique to produce designed outcome

This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling recording and reporting associated with manual handling or other units requiring the exercise of the skills and knowledge covered by this unit.

### (2) Pre-requisite Relationship of Units

- Nil

### (3) Underpinning Knowledge and Skills

#### Knowledge

Knowledge of:

- workplace and equipment safety requirements including relevant OH&S guidelines and regulations
- basic reading
- basic numeracy
- material classification
- manual handling technique(s)/methods
- handling processes
- material identification, transportation and storage
- handling tools and equipment
- materials preparation
- manual handling
- weight determination
- drawings, sketches, signage and instructions

**Skills**

The ability to:

- work safely to instructions
- communicate effectively
- interpret related drawings signage and instructions
- use handling tools and equipment
- identify/select material
- identify/select handling method
- handle material, tools and equipment
- determine weights
- identify/select materials relative to transportation and storage methods
- manual handle material/equipment efficiently

**(4) Resource Implications**

The following resources should be made available:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant codes, standards, manuals and reference materials

**(5) Method of Assessment**

The candidate will be required to:

- answer questions put by the assessor
- identify colleagues who can be approached for the collection of competency evidence where appropriate
- present evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge.

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities

**(6) Context of Assessment**

This unit may be assessed on the job, off the job or a combination of both. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**TRMPOP0011A: Secure cargo**

Competency Descriptor:

This unit identifies with the knowledge and skills required to secure cargo as related to the transportation and distribution industry

Competency Field: Port Operations

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Prepare to secure cargo / containers	1.1	Work area is prepared and maintained in accordance with the national standards, safety codes and site operating procedures.
		1.2	Unsafe work practices and/or equipment are reported to appropriate personnel.
		1.3	Appropriate protective clothing, equipment and fittings are selected.
		1.4	Formwork is erected where no lashing points exist.
2.	Lash and unlash cargo	2.1	Work is conducted in accordance with industry standards, statutory requirements, safety codes, site operating requirements and any special requirements.
		2.2	Lashing points are identified and appropriate fittings and lashing equipment used for each lashing point.
		2.3	Cargo is lashed and secured to lashing points ensuring the correct spread of lashings and that lashings are secured, attached and tensioned.
		2.4	Tensioners are securely fastened.
		2.5	When unlashings, fittings are released, disconnected and removed from the cargo.
		2.6	Lashing equipment is placed in designated storage areas or cleared from work area.
		2.7	Lashing / unlashings operations ensure no injury to personnel or damage to machinery or cargo.

- |    |                            |     |   |
|----|----------------------------|-----|---|
| 3. | Protect cargo from weather | 3.1 | Cargo is covered / uncovered safely ensuring appropriate covering and lashing, no injury to personnel or damage to cargo or equipment.  |
|    |                            | 3.2 | Work is conducted in accordance with the requirements of national standards, safety codes and site operating procedures.  |
| 4. | Pack and unpack cargo      | 4.1 | Damaged cargo is identified and reported following operational procedures.  |
|    |                            | 4.2 | Cargo is sorted and stacked prior to packing or after unpacking ensuring the stack is in the correct location, in accordance with national standards, safety codes and site operating conditions. |
|    |                            | 4.3 | Cargo is identified through the correct interpretation of marks or numbers.   |
|    |                            | 4.4 | Tight stow of cargo is maintained.  |
|    |                            | 4.5 | Cargo is handled ensuring no injury to personnel or damage to cargo and equipment.  |

## RANGE STATEMENT

Lashing equipment for containers include:

- twist locks
- pelican hooks
- lashing rods (bars)
- turn handles (keys)
- bottle screws
- bridging lamps
- cones
- securing equipment may include chocks, racks, lashings, ropes and chains
- covers include rain and dust covers

Worksite environment may include:

- operations conducted by day or night, in restricted spaces or exposed conditions and controlled or open environments
- exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles
- personnel in work area may include operations personnel, site visitors, contractors, official representatives

## General context

- work is performed under some supervision, generally within a team environment
- customers may be internal or external
- work is undertaken in various environments involved in stevedoring
- cables used in slinging of cargo include natural fibre rope, synthetic fibre ropes, wire ropes and chains

Applicable industry / Territory / Commonwealth regulations and legislation may include:

- Occupational Health & Safety and Emergency Procedures.
- workplace relations and workers compensation
- water & road use and licence arrangements
- licence, patent or copyright arrangements
- dangerous goods and freight regulations
- applicable industry / territory / commonwealth regulations and legislation may include:
- occupational health & safety and emergency procedures
- workplace relations and workers compensation
- water & road use and licence arrangements
- licence, patent or copyright arrangements
- dangerous goods and freight regulations

## Workplace context may include:

- work organisation procedures and practices
- conditions of service, legislation and industrial agreements
- consultative processes, possibly involving staff members, management, union representatives, industrial relations specialists, OH&S specialists and/or other professional or technical staff

Sources of information / documents may include:

- manufacturers' specifications
- goods and container ID numbers & codes, manifests or bar codes
- Operating procedures and policies
- Supplier and/or client instructions
- Materials Safety Data Sheets
- Phone, Electronic Data Interchange, fax, e-mail, Internet, radio, oral, aural or signed communications
- Codes of Practice including the National Standards for Manual Handling and the Industry Safety Code legislation and related documentation
- Standards, certification requirements & quality assurance procedures

## EVIDENCE GUIDE

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task
- assessing operational capability of equipment used and work processes selected



Shows evidence of application of relevant workplace procedures including:

- hazard policies and procedures Codes of Practice; emergency, fire and accident procedures
- relevant guidelines relating to the safe use of machinery and equipment including the tagging of unserviceable or damaged items
- issue resolution and procedures
- job procedures and work instructions
- quality procedures
- security procedures
- following operational housekeeping procedures
- waste, pollution and recycling management processes
- action taken promptly, accidents and incidents reported in accordance with statutory requirements and operating procedures
- work completed systematically with attention to detail and without damage of goods, equipment or personnel

**(1) Critical Aspects of Evidence**

Critical aspects of evidence to be considered

Assessment must confirm appropriate knowledge and skills to:

- safely lash and secure cargo
- select and appropriately use protective clothing
- locate, interpret and apply relevant information
- work effectively with others
- maintain workplace records
- select and use appropriate working colloquial and technical language and communication technologies in the workplace context
- follow the designated work plan for the job

**(2) Pre-requisite Relationship of Units**

- Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- site layout and operating procedures
- focus of operations of work systems, equipment, management and site operating systems
- impact of job on operational and individual performance
- application of relevant industrial requirements
- relevant bon, quarantine or other legislative requirements
- identification and correct use of equipment, processes and procedures used within context of the job

Skills

The ability to:

- modifying activities dependent on differing workplace contexts, risk situations and environments
- identification of cargo, container and goods coding, IMDG markings and where applicable Emergency Information Panels
- identification and correct use of equipment, processes and procedures
- relevant handling and safety codes
- lashing and protection procedures
- receiving, acknowledging and sending messages with communications equipment whilst operating other equipment

**(4) Resource Implications**

The following resources should be made available:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant product and manufacturing specifications
- any relevant codes, standards, manuals and reference materials
- OHS information

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 2	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## TRMPOP0021A: Use manual handling equipment

### Competency Descriptor:

This unit deals with the skills and knowledge required to effectively use manual handling equipment as applies to individuals working in the transportation and distribution industry.

Competency Field: Port Operations

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Assess risks arising from the relocation of the load	1.1 Products, goods or materials to be relocated are identified. 1.2 Location for storage is determined. 1.3 Routes to be followed are identified. 1.4 Points of balance are estimated. 1.5 Effect of moving contents that may be loose, liquid, dangerous or hazardous, is considered. 1.6 Potential risks in route(s) that may be followed are considered. 1.7 Lifting equipment to minimize potential risks is identified. 1.8 Appropriate personal protective equipment is worn.
2. Plan load relocation	2.1 Load shifting equipment is selected. 2.2 Safe procedures for using lifting equipment are identified, including the calculations of S.W.L. (Safe Working Load) and/or W.L.L. (Working Load Limit) for weight of goods to be moved. 2.3 Process for relocating load is proposed predicting and planning for potential difficulties. 2.4 Proposed process is checked against relevant Code of Practice and workplace procedures for compliance. 2.5 Lifting equipment and accessories are checked for safe operation in accordance with manufacturer's instructions and operating procedures.

- |    |               |     |   |
|----|---------------|-----|---|
| 3. | Relocate load | 3.1 | Any unsafe equipment is reported to appropriate personnel.  |
|    |               | 3.2 | Planned process and route are followed using equipment within necessary range of limitations.               |
|    |               | 3.3 | Relocated materials are set down without damage to goods, personnel or equipment and checked for stability. |
|    |               | 3.4 | Relocation is checked to see that it meets work requirements, any variances are reported.                   |
|    |               | 3.5 | Equipment is returned to storage area.  |

## RANGE STATEMENT

### General context

Work is performed under some supervision, generally within a team environment.

Customers may be internal or external.

Work is undertaken in various work environments

Sources of information / documents may include:

- goods identification numbers and codes
- manifests, bar codes, goods and container identification
- manufacturers specifications
- operating procedures and policies
- supplier and/or client instructions
- materials safety data sheets
- phone, electronic data interchange, fax, e-mail, internet, radio, oral, aural or signed communications
- codes of practice including the national standards for manual handling and the industry safety code
- legislation, regulations and related documentation
- standards, certification requirements
- award, enterprise bargaining agreement, other industrial arrangements
- quality assurance procedures

Workplace context may include:

- Work organisation procedures and practices.

Conditions of service, legislation and industrial agreements including:

- workplace agreements and awards
- occupational health and safety
- industry or territory legislation
- consultative processes may involve:
  - staff members
  - management
  - union representatives
  - industrial relations specialists
  - OH&S specialists
  - other professional or technical staff

Applicable State / Territory / Commonwealth regulations and legislation may include:

- Occupational Health & Safety
- workplace relations
- workers compensation
- water & road use and licence arrangements
- licence, patent or copyright arrangements
- dangerous goods and freight regulations
- export / import / quarantine / bond requirements
- marine orders
- environmental protection legislation

Worksite environment may include:

- Operations conducted by day or night.
- Work conducted in restricted spaces or exposed conditions and controlled or open environments.
- Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles.
- Personnel in work area may include: P&O personnel, site visitors, contractors, official representatives

## EVIDENCE GUIDE

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task

Shows evidence of application of relevant workplace procedures including:

- policies and procedures including Codes of Practice
- emergency, fire and accident procedures
- the use of personal protective clothing and equipment conforming to industry standards according to the nature of the task
- hazard identification
- issue resolution procedures
- job procedures and work instruction
- relevant guidelines relating to the safe use of machinery and equipment including the tagging of unserviceable or damaged items
- quality assurance procedures (where existing)
- security procedures
- following recognised housekeeping processes
- waste, pollution and recycling management processes
- Action taken promptly - accidents and incidents reported in accordance with Statutory requirements and operating procedures
- Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others.
- Work completed systematically with attention to detail and without damage of goods, equipment or personnel.

**(1) Critical Aspects of Evidence**

Assessment must confirm appropriate knowledge and skills to:

- use manual handling equipment to shift loads
- identify manual handling equipment to shift loads
- identify manual handling risks to self, others and equipment
- estimate effect of load and operating limitations of equipment
- locate, interpret and apply relevant information
- maintain workplace records
- use workplace colloquial and technical language and communication technologies in the workplace context

**(2) Pre-requisite Relationship of Units**

Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- identification and safe use of mechanised materials handling equipment relevant to the workplace
- systems, equipment or management, site and organisational operating procedures
- relationships and requirements of work and operating systems in respect of related systems
- impact of job on operating and individual performance
- relevant industrial and legislative requirements
- calculation of safe working load and working load limit

Skills

The ability to:

- identify and safely use mechanised materials handling equipment relevant to the workplace
- apply relevant industrial and legislative requirements
- modify activities dependant on differing workplace contexts and environments
- calculate safe working load and working load limit

**(4) Resource Implications**

The following resources should be made available:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant product and manufacturing specifications
- any relevant codes, standards, manuals and reference materials
- OHS information

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 2	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.



## TRMPOP0031A: Shift materials safely

Competency Descriptor:

This unit deals with the skills and knowledge required to competently shift materials safely as applies to individuals working in the transportation and distribution industry.

Competency Field: Port Operations

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Assess risks arising from relocation of the load	1.1	Products, goods or materials to be relocated are identified.
		1.2	Locations for storage are determined and potential routes to be followed are identified.
		1.3	Effect of load relocation on original load base is predicted.
		1.4	Points of balance are estimated.
		1.5	Required clearances are compared to available space and adjustments made.
		1.6	Effects of moving contents that may be loose, liquid, dangerous or hazardous, are considered.
		1.7	Potential risks in route(s) that may be followed are taken into consideration
		1.8	Risks to self are identified arising from the required lifting, load carrying, set down or movement of goods.
		1.9	Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified.
		1.10	Requirement for team lifting processes is taken into consideration.
2.	Plan load relocation	2.1	Relocation of load is planned consistent with the Code of Practice for manual handling.
		2.2	Process for relocating load is proposed including predicting and planning potential difficulties.
		2.3	Proposed process is checked against Code of Practice and workplace procedures for compliance.

- |    |               |     |   |
|----|---------------|-----|---|
| 3. | Relocate load | 3.1 | Required actions of lifting, lowering and carrying, pulling and pushing are used                            |
|    |               | 3.2 | Applications, that require team relocation of load, are identified.   |
|    |               | 3.3 | Team lifting tasks are co-ordinated.  |
|    |               | 3.4 | Planned process and route are followed.   |
|    |               | 3.5 | Relocated materials are set down without damage to goods, personnel or equipment and checked for stability. |
|    |               | 3.6 | Relocation is checked to see that it meets work requirements, with any variance reported.                   |

## RANGE STATEMENT

### General context

- Work is performed under some supervision, generally within a team environment.
- Customers may be internal or external.
- Work is undertaken in various environments involved in Stevedoring.
- Loads to be shifted may be irregularly shaped, packaged or unpackaged, labelled or unlabelled.

### Sources of information / documents may include:

- Manufacturers specifications.
- Goods and container ID numbers & codes, manifests or bar codes.
- Port operating procedures and policies.
- Supplier and/or client instructions.
- Materials Safety Data Sheets.
- Phone, Electronic Data Interchange, fax, e-mail, Internet, radio, oral, aural or signed communications.
- Codes of Practice including the National Standards for Manual Handling and the Industry Safety Code legislation and related documentation.
- Standards, certification requirements & quality assurance procedures.

### Applicable State / Territory / Commonwealth regulations and legislation may include:

- Occupational Health & Safety and Emergency Procedures.
- Workplace Relations and Workers Compensation.
- Water & Road use and licence arrangements.
- Licence, patent or copyright arrangements.
- Dangerous goods and freight regulations.
- Export / Import / Quarantine / Bond requirements.
- Environmental Protection Legislation.
- Emergency Procedures
- Marine Orders.

Worksite environment may include:

- operations conducted by day or night, in restricted spaces or exposed conditions and controlled or open environments
- exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles
- personnel in work area may include operations personnel, site visitors, contractors, official representatives

Workplace context may include:

- Work organisation procedures and practices.
- of service, legislation and industrial agreements.
- Consultative processes, possibly involving staff members, management, union representatives, industrial relations specialists, OH&S specialists and/or other professional or technical staff.

## EVIDENCE GUIDE

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task

Shows evidence of application of relevant workplace procedures including:

- hazard policies and procedures Codes of Practice; emergency, fire and accident procedures
- relevant guidelines relating to the safe use of machinery and equipment including the tagging of unserviceable or damaged items
- issue resolution and procedures
- job procedures and work instructions
- quality procedures
- security procedures
- following operations housekeeping procedures
- waste, pollution and recycling management processes
- action taken promptly, accidents and incidents reported in accordance with statutory requirements and operating procedures
- work completed systematically with attention to detail and without damage of goods, equipment or personnel

**(1) Critical Aspects of Evidence**

Critical aspects of evidence to be considered

Assessment must confirm appropriate knowledge and skills to:

- locate, interpret and apply relevant information
- work effectively with others
- maintain workplace records
- select and use appropriate working colloquial and technical language and communication technologies in the workplace context
- follow the designated work plan for the job
- use appropriate techniques and body positioning when lifting, lowering and carrying, pulling and pushing and team lifting

**(2) Pre-requisite Relationship of Units**

- Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- site layout and work environment obstacles
- manual handling risks, the load on the spine, controlled actions on a movement, rotation and side movement of the spine, postures and positions, work layout and loads weight, load type and position, frequency, distance and time
- work systems, equipment, management and site operating systems.
- relevant industrial requirements
- relevant bond, quarantine or other legislative requirements
- correct use of equipment, processes and procedures used within context of the job
- estimation of size, shape and special requirements of loads
- identification of cargo, container and goods coding, IMDG markings and where applicable Emergency Information Panels

Skills

The ability to:

- identify manual handling risks, the load on the spine, controlled actions on a movement, rotation and side movement of the spine, postures and positions, work layout and loads weight, load type and position, frequency, distance and time
- identification and correct use of equipment, processes and procedures used within context of the job
- modify activities dependent on differing workplace contexts, risk situations and environments
- identify cargo, container and goods coding, IMDG markings and where applicable Emergency Information Panels
- identify and correctly use equipment, processes and procedures to shift materials safely

**(4) Resource Implications**

The following resources should be made available:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant product and manufacturing specifications
- any relevant codes, standards, manuals and reference materials
- OHS information

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 2	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## MEMMAH0091A: Perform pre-rigging testing and inspection

### Competency Descriptor:

This unit deals with the skills and knowledge required to effectively perform pre-rigging testing and inspection work associated with, but not limited to, movement of plant and equipment, particular hoists, safety nets and static lines, safety screens and shutters. It applies to individuals working in the metal engineering and maintenance industry.

Competency Field: Material handling

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Plan and prepare work	1.1	OH&S requirements associated with application tasks and workplace environment are recognized and adhered to.
		1.2	Appropriate personal protective equipment is selected, correctly fitted and used.
		1.3	Quality Assurance requirements associated with company's operations is recognized and adhered to.
		1.4	Tools and equipment for handling/rigging materials/goods, non-toxic waste is selected and is consistent with job requirements.
		1.5	Tools and equipment for rigging materials/goods is checked for serviceability and any faults reported to supervisor.
		1.6	Relevant plans, drawings and text are selected and interpreted in accordance with the work plan.
		1.7	Correct size, type and quantity of materials/components are determined, obtained and inspected for compliance with the job specifications
		1.8	Work is planned in detail including sequencing & prioritising and considerations made where appropriate for the maintenance of plant security and capacity in accordance with system/site requirements
		1.9	Co-ordination requirements, including requests for isolations where appropriate, are resolved with others involved, affected or required by the work

- |    |                                |     |   |
|----|--------------------------------|-----|---|
| 2. | Perform pre rigging operations | 2.1 | Equipment and accessories are determined and confirmed in accordance with the work plan                                   |
|    |                                | 2.2 | Appropriate lifting or pulling devices for the movement of load are tested and inspected in accordance with the work plan |
|    |                                | 2.3 | Loads are inspected using appropriate techniques and in accordance with the work plan                                     |
|    |                                | 2.4 | Materials are inspected and protected clear of traffic ways so they can be easily identified and retrieved                |
| 3. | Complete work                  | 3.1 | Work is completed and appropriate personnel notified in accordance with site/enterprise requirements                      |
|    |                                | 3.2 | Work area is cleared of waste, cleaned, restored and secured in keeping with site/enterprise procedures                   |
|    |                                | 3.3 | Plant, tools and equipment are maintained and stored in accordance with site/enterprise procedures                        |
|    |                                | 3.4 | Work completion details are finalised in accordance with site/enterprise procedures                                       |

## RANGE STATEMENT

Tools and equipment includes but is not limited to:

- spanners
- hammers
- chain blocks
- pull lifts
- winches
- pinch bars
- clamps
- pulleys
- jacks
- skids
- rollers
- cradle timbers
- chocks and wedges packers
- fish plates and bolts
- feeler gauges
- turfe and turn buckles

Engineering materials include but are not limited to:

- bricks and concrete masonry
- mortar components – cement, coarse aggregate, sand
- timber
- structural steel sections/components
- concrete
- scaffolding components, pipe sections
- plywood and particle board
- metal sheeting
- steel reinforcement
- insulation
- glass
- paints and sealants
- plaster sheeting



Protection of stacked/stored materials may include:

- covering
- tying or banding
- barricades
- signs
- locked away (hazardous materials)

Dust suppression procedures may include:

- spraying with water
- covering
- use of vacuum cleaner

Potential hazards may include:

Overhead services such as:

- steam
- gas
- water
- telephone
- power cables
- uneven or unstable ground, trees
- underground services
- buildings and structures
- cranes
- lifting equipment

Other personnel and environmental influences such as:

- lighting
- noise
- temperature
- wind

Lifting equipment may include:

- chains
- spreader beams
- ropes
- wire ropes
- shackles and eye bolts

Resources may include:

- cranes
- hoists
- drawings/plans
- personnel

Work completion details may include

- plant and maintenance records
- job cards
- check sheets
- updates and reporting and/or documenting equipment defects

Fixing and anchoring methods may include bolting

- wedging
- riveting and tying

## EVIDENCE GUIDE

Competency is to be demonstrated by the effective handling and storing/stacking of appropriate construction materials listed within the range of variables statement, relevant to the work orientation.

**(1) Critical Aspects and Evidence**

It is essential that competence is observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations and Industry guidelines applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of rigging processes
- demonstrate the ability to apply basic rigging techniques
- demonstrate the ability to test and inspect lifting gear
- demonstrate the ability to calculate load weights
- demonstrate safe and effective operational use of tools and equipment
- demonstrate safe application in the process of cleaning up
- interactively communicate with others to ensure safe and effective operations

**(2) Pre-requisite Relationship of Units**

- Nil

**(3) Underpinning Knowledge and Skills**Knowledge

knowledge of:

- workplace and equipment safety requirements including relevant codes and regulations
- Occupational health and safety standards
- relevant standards, industry requirements and codes of practice
- various types of slings and chains and their safe working load
- slinging techniques
- lifting gear/equipment
- hazard identification and control techniques
- load calculation techniques
- steel fixing techniques
- various cranes and hoists and their limitations
- various bolts and their tightening procedures
- safety equipment
- signalling methods
- communication principles
- range of communication mediums (verbal and non-verbal)
- 

Skills

The ability to:

- work safely
- work according to instructions
- use hand and portable tools
- apply occupational health and safety standards
- apply relevant standards
- apply industry requirements and codes of practice
- interpret and apply plans and procedures
- select and assemble lifting gear
- sling and direct loads
- calculate load weights
- Identify and apply hazard control measures
- use hand tools
- bolt and fix steel work
- work at heights
- Interpret and apply appropriate signalling techniques
- apply anchoring techniques
- apply basic rigging techniques
- carry out work completion details
- communicate effectively

**(4) Resource Implications**

The following resources should be made available:

- general engineering and construction materials relative to construction processes
- plant and equipment appropriate to handling processes
- hand tools appropriate to handling processes
- suitable work area appropriate to construction process
- OSHA information

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of related activities to which applicant has contributed, or worked on
- training courses on material related to range of variables and or knowledge requirement
- examples of authenticated assessments and/or assignments from formal education courses
- simulation

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**MEMMAH0101A: Perform basic rigging work**

## Competency Descriptor:

This unit deals with the skills and knowledge required to effectively perform rigging work associated with, but not limited to, movement of plant and equipment, particular hoists, safety nets and static lines, safety screens and shutters. It applies to individuals working in the metal engineering and maintenance industry.

Competency Field: Material Handling

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Plan and prepare work	1.1	OH&S requirements associated with application tasks and workplace environment are recognized and adhered to.
		1.2	Appropriate personal protective equipment is selected, correctly fitted and used.
		1.3	Quality Assurance requirements associated with company's operations is recognized and adhered to.
		1.4	Tools and equipment for handling/rigging materials/goods, non-toxic waste is selected and is consistent with job requirements.
		1.5	Tools and equipment for rigging materials/goods is checked for serviceability and any faults reported to supervisor.
		1.6	Relevant plans, drawings and text are selected and interpreted in accordance with the work plan.
		1.7	Correct size, type and quantity of materials/components are determined, obtained and inspected for compliance with the job specifications
		1.8	Work is planned in detail including sequencing & prioritising and considerations made where appropriate for the maintenance of plant security and capacity in accordance with system/site requirements
		1.9	Co-ordination requirements, including requests for isolations where appropriate, are resolved with others involved, affected or required by the work

- 2. Perform basic rigging operations
  - 2.1 Load weight calculated/determined and confirmed in accordance with the work plan
  - 2.2 Appropriate lifting or pulling devices for the movement of load are assembled or erected in accordance with the work plan
  - 2.3 Loads are connected to movement device using appropriate techniques and load connection equipment in accordance with the work plan
  - 2.4 Materials are stored, stacked/stockpiled and protected clear of traffic ways so they can be easily identified and retrieved
  - 2.5 Loads are lifted/moved in accordance with appropriate methods, techniques, hazard prevention and control measures, and manufacturer's recommendations/specifications
  - 2.6 Communications and signal methods appropriate to the work are selected and used in accordance with relevant industry standards/requirements
  - 2.7 Load is directed to required position using appropriate signals in accordance with industry standards/requirements
  - 2.8 Load is lowered to required position and fixed/anchored in position using appropriate methods in accordance with manufacturer's specifications and work plan
  - 2.9 Load shifting equipment is dismantled, removed and inspected for wear in accordance with accepted codes of practice and the work plan
- 3. Complete work
  - 3.1 Work is completed and appropriate personnel notified in accordance with site/enterprise requirements
  - 3.2 Work area is cleared of waste, cleaned, restored and secured in with site/enterprise procedures
  - 3.3 Plant, tools and equipment are maintained and stored in accordance with site/enterprise procedures
  - 3.4 Work completion details are finalised in accordance with site/enterprise procedures

## RANGE STATEMENT

Tools and equipment includes but is not limited to:

- spanners
- hammers
- chain blocks
- pull lifts
- winches
- pinch bars
- clamps
- pulleys
- jacks
- skids
- rollers
- cradle timbers
- chocks and wedges packers
- fish plates and bolts
- feeler gauges
- turfers and turn buckles

Protection of stacked/stored materials may include:

- covering
- tying or banding
- barricades
- signs
- locked away (hazardous materials)

Dust suppression procedures may include:

- spraying with water
- covering
- use of vacuum cleaner

Potential hazards may include:

Overhead services such as:

- steam
- gas
- water
- telephone
- power cables
- uneven or unstable ground, trees
- underground services
- buildings and structures

Engineering materials include but are not limited to:

- bricks and concrete masonry
- mortar components – cement, coarse aggregate, sand
- timber
- structural steel sections/components
- concrete
- scaffolding components, pipe sections
- plywood and particle board
- metal sheeting
- steel reinforcement
- insulation
- glass
- paints and sealants
- plaster sheeting

Lifting equipment may include:

- chains
- spreader beams
- ropes
- wire ropes
- shackles and eye bolts

Resources may include:

- cranes
- hoists
- drawings/plans and personnel

Work completion details may include

- plant and maintenance records
- job cards
- check sheets
- updates and reporting and/or documenting equipment defects

Other personnel and environmental influences such as:

- lighting
- noise
- temperature
- wind

Fixing and anchoring methods may include bolting

- wedging
- riveting and tying

## EVIDENCE GUIDE

Competency is to be demonstrated by the effective handling and storing/stacking of appropriate construction materials listed within the range of variables statement, relevant to the work orientation.

### (1) Critical Aspects and Evidence

It is essential that competence is observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations and Industry guidelines applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of rigging processes
- demonstrate the ability to apply basic rigging techniques
- demonstrate the ability to select and assemble lifting gear
- demonstrate the ability to apply anchoring techniques
- demonstrate the ability to sling and direct loads
- demonstrate the ability to calculate load weights
- demonstrate safe and effective operational use of tools and equipment
- demonstrate safe application in the process of cleaning up
- interactively communicate with others to ensure safe and effective operations

### (2) Pre-requisite Relationship of Units

- Nil



**(3) Underpinning Knowledge and Skills**Knowledge

knowledge of:

- workplace and equipment safety requirements including relevant codes and regulations
- Occupational health and safety standards
- relevant standards, industry requirements and codes of practice
- various types of slings and chains and their safe working load
- slinging techniques
- lifting gear/equipment
- hazard identification and control techniques
- load calculation techniques
- steel fixing techniques
- various cranes and hoists and their limitations
- various bolts and their tightening procedures
- safety equipment
- signalling methods
- communication principles
- range of communication mediums (verbal and non-verbal)

Skills

The ability to:

- work safely to instructions
- use hand and portable tools
- apply occupational health and safety standards
- apply relevant standards
- apply industry requirements and codes of practice
- interpret and apply plans and procedures
- select and assemble lifting gear
- sling and direct loads
- calculate load weights
- Identify and apply hazard control measures
- use hand tools
- bolt and fix steel work
- work at heights
- Interpret and apply appropriate signalling techniques
- apply anchoring techniques
- apply basic rigging techniques
- carry out work completion details
- communicate effectively

**(4) Resource Implications**

The following resources should be made available:

- general engineering and construction materials relative to construction processes
- plant and equipment appropriate to handling processes
- hand tools appropriate to handling processes
- suitable work area appropriate to construction process
- OHS information

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

**Method of Assessment (Cont'd)**

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of related activities to which applicant has contributed, or worked on
- training courses on material related to range of variables and or knowledge requirement
- examples of authenticated assessments and/or assignments from formal education courses
- simulation

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## MEMMAH0121A: Perform basic dogging work

### Competency Descriptor:

This unit refers to the application of slinging techniques, including the selection and inspection of lifting gear, and the direction of the crane/hoist operator in the movement of the load including when the load is out of view of the operator. It applies to individuals working in the metal engineering and maintenance industry.

Competency Field: Material Handling

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Plan and prepare work	1.1 OH&S requirements associated with application tasks and workplace environment are recognized and adhered to. 1.2 Appropriate personal protective equipment is selected, correctly fitted and used. 1.3 Quality Assurance requirements associated with company's operations is recognized and adhered to. 1.4 Tools and equipment for handling/rigging materials/goods, non-toxic waste is selected and is consistent with job requirements. 1.5 Tools and equipment for rigging materials/goods is checked for serviceability and any faults reported to supervisor. 1.6 Relevant plans, drawings and text are selected and interpreted in accordance with the work plan. 1.7 Correct size, type and quantity of materials/components are determined, obtained and inspected for compliance with the job specifications. 1.8 Work is planned in detail including sequencing & prioritising and considerations made where appropriate for the maintenance of plant security and capacity in accordance with system/site requirements. 1.9 Co-ordination requirements, including requests for isolations where appropriate, are resolved with others involved, affected or required by the work.

- |    |                                  |     |   |
|----|----------------------------------|-----|---|
| 2. | Perform basic dogging operations | 2.1 | Appropriate load shifting equipment is selected and inspected in accordance with the work plan.   |
|    |                                  | 2.2 | Load moving is performed in accordance with planned hazard prevention & control measures, appropriate methods, techniques manufacturer's recommendations and/or specifications. |
|    |                                  | 2.3 | Communications and signal methods appropriate to the work are selected and used.  |
|    |                                  | 2.4 | Load is directed to required position using appropriate signals in accordance with industry standards.  |
| 3. | Complete work                    | 3.1 | Work is completed and appropriate personnel notified in accordance with site/enterprise requirements.   |
|    |                                  | 3.2 | Work area is cleared of waste, cleaned, restored and secured in with site/enterprise procedures.  |
|    |                                  | 3.3 | Plant, tools and equipment are maintained and stored in accordance with site/enterprise procedures.   |
|    |                                  | 3.4 | Work completion details are finalised in accordance with site/enterprise procedures.  |

## RANGE STATEMENT

Tools and equipment includes but is not limited to:

- spanners
- hammers
- chain blocks
- pull lifts
- winches
- pinch bars
- clamps
- pulleys
- jacks
- skids
- rollers
- cradle timbers
- chocks and wedges packers
- fish plates and bolts
- feeler gauges
- turfing and turn buckles

Engineering materials include but are not limited to:

- bricks and concrete masonry
- mortar components – cement, coarse aggregate, sand
- timber
- structural steel sections/components
- concrete
- scaffolding components, pipe sections
- plywood and particle board
- metal sheeting
- steel reinforcement
- insulation
- glass
- paints and sealants
- plaster sheeting

Protection of stacked/stored materials may include:

- covering
- tying or banding
- barricades
- signs
- locked away (hazardous materials)

Dust suppression procedures may include:

- spraying with water
- covering
- use of vacuum cleaner

Appropriate signals and communication methods may include:

- verbal
- hand signals
- whistles
- hooters
- two way radios/telephones and lights (all to the relevant industry standard)

Potential hazards may include:

- trees
- overhead services such as steam, gas, water, telephone and power cables
- uneven or unstable ground
- underground services
- buildings/vessels/structures/equipment
- hazardous materials and substances
- other personnel
- environmental influences such as lighting, noise, temperature and wind

Other personnel and environmental influences such as:

- lighting
- noise
- temperature
- wind

Lifting equipment may include:

- chains
- spreader beams
- ropes
- wire ropes
- shackles and eye bolts

Resources may include:

- cranes
- hoists
- drawings/plans and personnel

Load shifting equipment may include:

- slings
- rope
- shackles
- eye bolts and spreader beams

Work completion details may include

- plant and maintenance records
- job cards
- check sheets
- updates and reporting and/or documenting equipment defects

Fixing and anchoring methods may include bolting

- wedging
- riveting and tying

## EVIDENCE GUIDE

Competency is to be demonstrated by the effective handling and storing/stacking of appropriate construction/engineering materials listed within the range of variables statement, relevant to the work orientation.

### (1) Critical Aspects and Evidence

It is essential that competence is observed in the following aspects:

- demonstrate compliance with Occupational Health and Safety regulations and Industry guidelines applicable to workplace operations
- indicate compliance with organisational policies and procedures including Quality Assurance requirements
- carry out correct procedures prior to and during application of rigging processes
- demonstrate the ability to direct the movement of loads
- demonstrate the ability to working at heights
- demonstrate the ability to interpret and apply appropriate signalling techniques
- demonstrate safe and effective operational use of tools and equipment
- interactively communicate with others to ensure safe and effective operations

### (2) Pre-requisite Relationship of Units

- Nil

**(3) Underpinning Knowledge and Skills**Knowledge

knowledge of:

- workplace and equipment safety requirements including relevant codes and regulations
- Occupational health and safety standards
- relevant standards, industry requirements and codes of practice
- various types of slings and chains and their safe working load
- slinging techniques
- lifting gear/equipment
- hazard identification and control techniques
- load calculation techniques
- steel fixing techniques
- various cranes and hoists and their limitations
- various bolts and their tightening procedures
- safety equipment
- signalling methods
- communication principles
- range of communication mediums (verbal and non-verbal)

Skills

The ability to:

- work safely to instructions
- use hand and portable tools
- apply occupational health and safety standards
- apply relevant standards
- apply industry requirements and codes of practice
- interpret and apply plans and procedures
- select and assemble lifting gear
- sling and direct loads
- calculate load weights
- Identify and apply hazard control measures
- use hand tools
- bolt and fix steel work
- work at heights
- Interpret and apply appropriate signalling techniques
- apply anchoring techniques
- apply basic dogging techniques
- carry out work completion details
- communicate effectively

**(4) Resource Implications**

The following resources should be made available:

- general engineering and construction materials relative to construction processes
- plant and equipment appropriate to handling processes
- hand tools appropriate to handling processes
- suitable work area appropriate to construction process
- OHS information



**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of related activities to which applicant has contributed, or worked on
- training courses on material related to range of variables and or knowledge requirement
- examples of authenticated assessments and/or assignments from formal education courses
- simulation

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## TRMSOP0011A: Lash and unlash cargo

### Competency Descriptor:

This unit deals with the skills and knowledge required to effectively lash and unlash cargo as applies to individuals working in the transportation and distribution industry.

Competency Field: Stevedoring Operations

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Lash / unlash containers from cage	1.1	Containers are lashed / unlashd safely in accordance with regulatory and ships requirements.
		1.2	Containers are lashed / unlashd ensuring no injury to personnel, or damage to machinery or cargo.
		1.3	Safety devices are released from spreader on completion of operation and placed in designated storage places.
2.	Lash containers to ship's deck	2.1	Containers are lashed safely in accordance with regulatory and ships requirements.
		2.2	Containers are lashed ensuring no injury to personnel, or damage to machinery or cargo.
3.	Lash vehicles	3.1	Vehicles are lashed safely in accordance with regulatory and ships requirements.
		3.2	Vehicles are lashed ensuring no injury to personnel, or damage to machinery or cargo.
4.	Lash general cargo	4.1	General cargo is lashed safely in accordance with regulatory and ships requirements.
		4.2	Cargo is lashed and secured to lashing points.
		4.3	General cargo to be lashed ensuring no injury to personnel, or damage to machinery or cargo.
5.	Lash containers in hold	5.1	Containers are lashed safely in accordance with regulatory and ships requirements.
		5.2	Containers are lashed ensuring no injury to personnel, or damage to machinery or cargo.
6.	Unlash cargo / container	6.1	Unlashing is carried out safely in accordance with regulatory and ships requirements.

- 6.2 Unlashing is carried out ensuring no injury to personnel, or damage to machinery or cargo.

## RANGE STATEMENT

### General context

- Work is performed under some supervision, generally within a team environment.
- Customers may be internal or external.
- Work is undertaken in various environments involved in Stevedoring.

### Sources of information / documents may include:

- manufacturers' specifications
- goods and container ID numbers & codes, manifests or bar codes
- operating procedures and policies
- supplier and/or client instructions
- materials safety data sheets
- phone, electronic data interchange, fax, e-mail, internet, radio, oral, aural or signed communications
- codes of practice including the national standards for manual handling and the industry safety code
- legislation, regulations and related documentation
- standards, certification requirements & quality assurance procedures
- award, enterprise bargaining agreement, other industrial arrangements

### Applicable Industry Commonwealth regulations and legislation may include:

- Occupational Health & Safety and Emergency Procedures
- workplace relations and workers compensation
- water & road use and licence arrangements
- licence, patent or copyright arrangements
- dangerous goods and freight regulations
- export / import / quarantine / bond requirements
- environmental protection legislation
- orders

### Worksite environment may include:

- operations conducted by day or night, in restricted spaces or exposed conditions and controlled or open environments
- exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles
- personnel in work area may include: operations personnel, site visitors, contractors, official representatives

### Workplace context may include:

- work organisation procedures and practices
- conditions of service, legislation and industrial agreements
- consultative processes, possibly involving staff members, management, union representatives, industrial relations specialists, OH&S specialists and/or other professional or technical staff

## EVIDENCE GUIDE

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task
- assessing operational capability of equipment used and work processes selected

Shows evidence of application of relevant workplace procedures including:

- hazard policies and procedures including Codes of Practice
- issue resolution procedures
- job procedures and work instructions
- relevant guidelines relating to the safe use of machinery and equipment including the tagging of unserviceable and damaged items
- quality assurance procedures (where existing)
- security procedures
- following recognised housekeeping processes
- waste, pollution and recycling management processes
- takes action promptly- accidents and incidents reported following operational procedures
- adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- completes work systematically with attention to detail and without damage of goods, equipment or personnel

### (1) Critical Aspects of Evidence

Assessment must confirm appropriate knowledge and skills to:

- safely lash and secure cargo
- safely unlash cargo
- select and appropriately use protective clothing
- locate, interpret and apply relevant information
- provide customer / client service
- work effectively with others
- convey information in written and oral form
- maintain workplace records
- use workplace colloquial and technical English and communication technologies in the workplace context
- follow the designated work plan for the job

### (2) Pre-requisite Relationship of Units

Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- site layout and operating procedures
- work systems, equipment, management and site organisational operating systems
- impact of job on operational and individual performance
- relevant industrial procedures
- relevant bond, quarantine or other legislative requirements
- cargo container and goods coding and hazardous material markings
- relevant handling and safety codes
- lashing and protection measures
- the marking and numbering systems for cargo
- the use of lashing and protection equipment
- communications equipment and techniques
- protective clothing and safety precautions appropriate to the task and/or site

Skills

The ability to:

- apply relevant industrial procedures
- identify and correctly use equipment, processes and procedures used within the context of the job
- modify activities dependent on differing workplace contexts, risk situations and environments
- identify of cargo container and goods coding and hazardous material
- receive, acknowledge and send messages with communications equipment whilst operating other equipment.
- identify protective clothing and safety precautions appropriate to the task and/or site
- safely lash and secure cargo
- safely unlash cargo

**(4) Resource Implications**

The following resources should be made available:

- general engineering and construction materials relative to construction processes
- plant and equipment appropriate to handling processes
- hand tools appropriate to handling processes
- suitable work area appropriate to construction process
- OHS information

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

### Method of Assessment (Cont'd)

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of related activities to which applicant has contributed, or worked on
- training courses on material related to range of variables and or knowledge requirement
- examples of authenticated assessments and/or assignments from formal education courses
- simulation

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities

### (6) Context of Assessment

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 1	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## TRAGOP0051A: Receive goods

### Competency Descriptor:

This unit involves the skills and knowledge required to receive goods in accordance with regulatory and workplace requirements, including identifying workplace procedures and documentation requirements for the receipt of goods; checking and inspecting goods on arrival and completing workplace documentation; and unloading, packing and storing stock.

Competency Field: Ground Operations

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Identify workplace procedures and documentation requirements for the receipt of goods	1.1	Workplace procedures for receipt of goods are identified.
		1.2	Purpose of documents associated with the receipt of goods is interpreted.
		1.3	Workplace documentation requirements for the receipt of goods and reporting of damage are identified.
2.	Check and inspect goods on arrival and complete workplace documentation	2.1	Procedures for checking of goods in comparison with orders or manifests are identified and followed.
		2.2	Discrepancies and/or damaged goods are reported.
		2.3	Non-conforming goods are appropriately documented and despatched or stored in accordance with company procedures.
3.	Unload, unpack and store stock	3.1	Appropriate manual handling techniques and equipment are identified.
		3.2	Safe work procedures are used when unloading, unpacking and storing stock.
		3.3	Advice on appropriate storage locations and requirements for particular products is sought.
		3.4	Goods are unloaded and unpacked in accordance with workplace procedures.
		3.5	Assistance from others is sought when required to maintain safe and effective work.
		3.6	Directions are followed to store stock in appropriate areas.



## RANGE STATEMENTS

This unit involves the skills and knowledge required to receive goods in accordance with regulatory and workplace requirements, including identifying workplace procedures and documentation requirements for the receipt of goods; checking and inspecting goods on arrival and completing workplace documentation; and unloading, packing and storing stock.

Customers may be internal or external  
Workplaces may comprise large, medium or small worksites.

Work may be conducted in:

- limited or restricted spaces
- exposed conditions
- controlled or open environments
- Received goods may involve special handling and storage requirements, including temperature controlled goods and dangerous goods.

Aspects of goods to be checked when receiving goods may include:

- correct type
- number
- condition
- quality
- packaging
- labelling
- dangerous goods declarations and markings (where applicable)

Hazards in the work area may include exposure to:

- chemicals
- dangerous or hazardous substances
- movements of equipment, goods and materials
- oil or water on floor
- a fire or explosion
- damaged packaging or pallets
- debris on floor
- poorly stacked pallets
- faulty equipment

General context

- work must be carried out in compliance with the relevant regulations and workplace requirements concerning the receiving of goods
- work is performed under some supervision generally within a team environment
- work involves the application of workplace procedures and regulatory requirements to the receiving of goods as part of work activities in the warehousing, distribution and/or storage industries

Problems that may occur when receiving goods may include:

- damaged stock
- damaged pallets or packaging
- wrong stock
- error in paperwork
- poorly stacked stock
- incorrect quantity

Consultative processes may involve:

- other employees and supervisors
- suppliers, customers and clients
- drivers and agents
- relevant authorities and institutions
- management and union representatives
- industrial relations and OHS specialists
- other maintenance, professional or technical staff

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- e-mail
- Internet
- RF systems
- oral, aural or signed communications

Personal protection equipment may include:

- gloves
- safety headwear and footwear
- safety glasses
- two-way radios
- high visibility clothing

Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances.

- operations manuals, job specifications and induction documentation
- manufacturer's specifications for equipment
- workplace procedures and policies
- supplier and/or client instructions
- dangerous goods declarations and material safety data sheets (where applicable)
- award, enterprise bargaining agreement, other industrial arrangements
- relevant Australian standards and certification requirements
- quality assurance procedures
- emergency procedures

Sources of information/documents

Information/documents may include:

- goods identification numbers and codes
- manifests, picking slips, merchandise transfers, stock requisitions and bar codes
- codes of practice and regulations relevant to the receiving of goods

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Worksite environment

- Work may be conducted in a range of work environments by day or night.

Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

- Industry Marine Orders and the International Maritime Dangerous Goods Code
- IATA's 'Dangerous Goods by Air' regulations
- Industry and International Explosives Codes
- licence, patent or copyright arrangements
- water and road use and licence arrangements
- export/import/quarantine/bond requirements
- marine orders
- relevant State/Territory OHS and environmental protection legislation
- workplace relations regulations
- workers compensation regulations

Applicable regulations and legislation

Applicable regulations and legislation may include:

- Relevant codes and regulations for the receiving of goods.

## EVIDENCE GUIDE

Applies underpinning knowledge and skills when:

- identifying workplace procedures and documentation requirements for the receipt of goods
- checking and inspecting goods and packaging on arrival and completing workplace documentation
- unloading, unpacking and storing stock
- providing customer/client service and working effectively with others
- conveying information in written and oral form
- maintaining required workplace records

Shows evidence of application of relevant workplace procedures including:

- relevant codes of practice and legislative requirements including local and international regulations pertaining to the receiving of goods
- Industry and international regulations and codes of practice for the handling and transport of dangerous goods, explosives and hazardous substances
- OHS regulations and hazard prevention policies and procedures
- workplace procedures and work instructions concerning the receiving of goods (including housekeeping and security procedures)
- manufacturer's instructions for the use of equipment
- procedures for the use of personal protection equipment
- obtaining assistance from other team members when required
- customer service and quality assurance procedures and policies
- environmental protection procedures

Action is taken promptly to report and/or rectify any safety incidents or difficulties in the receiving of goods in accordance with regulatory requirements and workplace procedures.

Performance is demonstrated consistently over a period of time and in a suitable range of contexts.

Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others.

Work is completed systematically with required attention to detail without damage to goods, equipment or personnel.

### (1) Critical Aspects and Evidence

Assessment must confirm appropriate knowledge and skills to:

- identify workplace procedures and documentation requirements for the receipt of goods
- check and inspect goods and packaging on arrival and complete workplace documentation
- unload, unpack and store stock
- provide customer/client service and work effectively with others
- convey information in written and oral form
- maintain workplace records
- select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context

**(2) Pre-requisite Relationship of Units**

Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- industry and international codes and regulations relevant to the receiving of goods including the ADG Code and relevant bond, quarantine or other legislative requirements
- relevant OHS and environmental protection procedures and guidelines
- work place procedures and policies for the receiving of goods
- focus of operation of work systems, equipment, management and site operating systems for the receiving of goods
- problems that may occur when receiving goods and appropriate action that can be taken to resolve the problems
- specifications and standards for the checking and inspection of received goods
- documentation requirements for the receiving of goods
- housekeeping standards procedures required in the workplace
- site layout and obstacles

Skill

The ability to:

- to select and use relevant load handling equipment and personal protection equipment when receiving goods
- modify activities depending on differing workplace contexts, risk situations and environments
- to read and comprehend simple statements in English
- to read and interpret instructions, procedures and labels relevant to the receiving of goods
- to use required personal protective clothing and equipment conforming to industry and OHS standards
- identify containers and goods coding, ADG and IMDG markings and where applicable emergency information panels
- estimate the size, shape and special requirements of goods/loads

**(4) Resource Implications**

Access is required to opportunities to:

- participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to package goods in accordance with regulatory requirements, and/or
- package goods in accordance with relevant regulatory requirements in an appropriate range of operational situations

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

#### (6) Context of Assessment

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

### CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## TRAGOP0061A: Package goods

### Competency Descriptor:

This unit involves the skills and knowledge required to package goods in accordance with regulatory and workplace requirements including selecting materials, packing and unwrapping products, and labelling packaged products/loads to the required labelling standards.

Competency Field: Ground Operations

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Select materials and pack and unwrap products	1.1 Packaging specifications and order packaging documentation are correctly interpreted. 1.2 Appropriate packaging technology suitable for the goods to be packed is selected. 1.3 Packaging materials are identified and matched to specifications. 1.4 Work plan ensures materials are used economically and that appropriate packaging is used that minimises loss and damage in transit or storage. 1.5 Work is planned in accordance with OHS requirements. 1.6 Completed packed goods are stacked to minimise damage from within and outside.
2. Label packaged products/loads	2.1 Workplace labelling standards are identified. 2.2 Appropriate goods handling, labelling and other identification symbols are utilised. 2.3 Invoices and picking slips are attached (where required). 2.4 Workplace documentation is completed.

### RANGE STATEMENTS

This unit involves the skills and knowledge required to package goods in accordance with regulatory and workplace requirements including selecting materials, packing and unwrapping products, and labelling packaged products/loads to the required labelling standards.

Hazards in the work area may include exposure to:

- chemicals
- dangerous or hazardous substances
- movements of equipment, goods and materials
- oil or water on floor
- a fire or explosion
- damaged packaging or pallets
- debris on floor
- faulty racking
- poorly stacked pallets
- faulty equipment

Goods may involve:

- special handling,
- storage and/or packaging requirements,

Including:

- temperature controlled goods and dangerous goods

Consultative processes may involve:

- other employees and supervisors
- suppliers, customers and clients
- relevant authorities and institutions
- management and union representatives
- industrial relations and OHS specialists
- other maintenance, professional or technical staff

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Worksite environment

- work may be conducted in a range of work environments by day or night
- customers may be internal or external
- workplaces may comprise large, medium or small worksites

General context

- work must be carried out in compliance with the relevant regulations and workplace requirements concerning the packaging of goods
- work is performed under some supervision generally within a team environment
- work involves the application of workplace procedures and regulatory requirements to the packaging of goods as part of work activities in the warehousing, distribution and/or storage industries

Work may be conducted in:

- restricted spaces
- exposed conditions
- controlled or open environments

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- e-mail
- Internet
- radio
- oral, aural or signed communications

Personal protection equipment may include:

- gloves
- safety headwear and footwear
- safety glasses
- two-way radios
- high visibility clothing

Applicable regulations and legislation

Applicable regulations and legislation may include:

- Relevant codes and regulations for the packaging of goods

## Sources of information/documents

Information/documents may include:

- goods identification numbers and codes manifests, picking slips, merchandise transfers, stock requisitions and bar codes
- codes of practice and regulations relevant to the packaging of goods
- International regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
- operations manuals, job specifications and induction documentation
- manufacturer's specifications for equipment
- workplace procedures and policies
- supplier and/or client instructions
- dangerous goods declarations and material safety data sheets (where applicable)
- award, enterprise bargaining agreement, other industrial arrangements
- relevant industry standards and certification requirements
- quality assurance procedures
- emergency procedures

International regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

- Industry and International Dangerous Goods Codes
- Industry and International Explosives Codes
- licence, patent or copyright arrangements
- water and road use and licence arrangements
- export/import/quarantine/bond requirements
- marine orders
- relevant State/Territory OHS and environmental protection legislation
- workplace relations regulations
- workers compensation regulations

## EVIDENCE GUIDE

Applies underpinning knowledge and skills when:

- locating, interpreting and applying relevant information
- selecting packaging materials and packing and unwrapping products
- labelling packaged products/loads to required labelling standards
- ensuring packaging adequately protects goods
- minimising waste of packaging materials
- identifying special requirements of products and packaging the products appropriately
- providing customer/client service and working effectively with others
- conveying information in written and oral form
- maintaining workplace records

Shows evidence of application of relevant workplace procedures including:

- relevant codes of practice and legislative requirements including local and international regulations pertaining to the packaging of goods
- Industry and international regulations and codes of practice for the handling and transport of dangerous goods, explosives and hazardous substances
- OHS regulations and hazard prevention policies and procedures
- workplace procedures and work instructions concerning the packaging of goods (including housekeeping and security procedures)
- obtaining assistance from other team members when required



- customer service and quality assurance procedures and policies
- environmental protection procedures

Action is taken promptly to report and/or rectify any potential difficulties in the packaging of goods in accordance with OHS requirements and workplace procedures:

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts.
- Recognizes and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others.
- Work is completed systematically with required attention to detail without damage to goods, equipment or personnel.

**(1) Critical Aspects and Evidence**

Assessment must confirm appropriate knowledge and skills to:

- locate, interpret and apply relevant information
- select packaging materials and pack and unwrap products
- label packaged products/loads to labelling standards
- ensure packaging adequately protects goods
- minimise waste of packaging materials
- identify special requirements of products and package appropriately
- provide customer/client service and work effectively with others
- convey information in written and oral form
- maintain workplace records
- select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context

**(2) Pre-requisite Relationship of Units**

Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- Industry and international codes and regulations relevant to the packaging of goods including the ADG Code
- relevant OHS and environmental protection procedures and guidelines
- workplace procedures and policies for the packaging of goods
- focus of operation of work systems, equipment, management and site operating systems for the packaging of goods
- problems that may occur when packaging goods and appropriate action that can be taken to resolve the problems
- documentation requirements for the packaging of goods
- housekeeping standards procedures required in the workplace
- site layout and obstacles

Skill

The ability to:

- select and use relevant communications/computing/equipment/materials when packaging goods
- modify activities depending on differing workplace contexts, risk situations and environments
- read and comprehend simple statements in English
- read and interpret instructions, procedures and labels relevant to the packaging of goods
- use required personal protective clothing and equipment conforming to industry and OHS standards
- identify containers and goods coding, ADG and IMDG markings and where applicable emergency information panels
- estimate the size, shape and special requirements of goods/loads

**(4) Resource Implications**

Access is required to opportunities to:

- participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to package goods in accordance with regulatory requirements, and/or
- package goods in accordance with relevant regulatory requirements in an appropriate range of operational situations

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**TRAGOP0071A: Replenish stock**

## Competency Descriptor:

This unit involves the skills and knowledge required to replenish stock in accordance with workplace requirements including participating in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.

Competency Field: Ground operations

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Participate in stock rotation activities	1.1	Stock levels are counted against appropriate documentation.
		1.2	Stock levels are recorded and reported.
		1.3	Stocks are replenished, adjusted or rotated following workplace procedures.
		1.4	Stock re-ordering processes are activated when appropriate.
		1.5	Routine and non-routine problems with products or storage systems are reported following workplace procedures.
2.	Interpret and fill replenishment request	2.1	Order request documentation is interpreted.
		2.2	Product(s) in order noted and workplace location(s) are identified.
		2.3	Workplace and product knowledge is used to plan sequence of work.
		2.4	Appropriate materials handling equipment is selected in accordance with workplace procedures and timeframes and OHS regulations.
		2.5	Required schedules for order movement and despatch or storage are identified.

- |    |                              |     |   |
|----|------------------------------|-----|---|
| 3. | Complete stock replenishment | 3.1 | Products are sorted, assembled and consolidated in the appropriate storage areas. |
|    |                              | 3.2 | Work is checked in accordance with company procedures.                            |
|    |                              | 3.3 | Documentation and records are completed in accordance with workplace procedures.  |

## RANGE STATEMENTS

This standard covers a wide range of processes/systems and transport distribution enterprises. It covers the interpretation of all of the tiers of quality documentation from the national factory act through to manuals, procedures and work instructions.

### General context

- work must be carried out in compliance with the relevant regulations and workplace requirements concerning the replenishment of stock
- work is performed under some supervision generally within a team environment
- work involves the application of product knowledge and an understanding of relevant workplace procedures and regulatory requirements to replenish stock as part of work activities in the warehousing, distribution and/or storage industries

Goods may involve special handling, location, storage and/or packaging requirements, including temperature controlled goods and dangerous goods.

Inventory systems may be:

- automated
- manual
- paper-based
- computerised
- microfiche

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

### Worksite environment

- Work may be conducted in a range of work environments by day or night.
- Customers may be internal or external

Workplaces may comprise large, medium or small worksites.

Work may be conducted in:

- limited or restricted spaces
- exposed conditions
- controlled or open environments

Categories or groups of products/stock may include:

- small parts
- perishable goods
- overseas export
- dangerous goods
- refrigerated products
- temperature controlled stock
- fragile goods

Personal protection equipment may include:

- gloves
- safety headwear and footwear
- safety glasses
- two-way radios
- high visibility clothing

Hazards in the work area may include:

- chemicals
- dangerous or hazardous substances
- movements of equipment, goods and materials
- oil or water on floor
- a fire or explosion
- damaged packaging or pallets
- debris on floor
- faulty racking
- poorly stacked pallets
- faulty equipment

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- e-mail
- Internet
- RF systems
- oral, aural or signed communications

Sources of information/documents

Information/documents may include:

- goods identification numbers and codes
- manifests, picking slips, merchandise transfers, stock requisitions and bar codes
- codes of practice and regulations relevant to the identification, handling and stacking of goods
- Industry and international regulations and codes of practice for the handling, stacking and transport of dangerous goods and hazardous substances
- operations manuals, job specifications and induction documentation
- manufacturer's specifications for equipment
- workplace procedures and policies
- supplier and/or client instructions
- dangerous goods declarations and material safety data sheets (where applicable)
- award, enterprise bargaining agreement, other industrial arrangements
- relevant Industry standards and certification requirements
- quality assurance procedures
- emergency procedures

The characteristics of products/stock may include:

- small parts
- toxicity
- flammability
- form
- weight
- size
- state
- perishability
- fragility
- security risk

Labelling systems may include:

- batch code
- bar code
- identification numbering systems
- serial numbers
- symbols for safe handling
- hazardous material codes

Applicable regulations and legislation

Applicable regulations and legislation may include:

- Relevant codes and regulations for the packaging of goods.

Industry and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

- Industry and International Dangerous Goods Codes
- Industry and International Explosives Codes
- licence, patent or copyright arrangements
- water and road use and licence arrangements
- export/import/quarantine/bond requirements
- relevant Industry/Territory OHS and environmental protection legislation
- workplace relations regulations
- workers compensation regulations

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Personal protection equipment may include:

- gloves
- safety headwear and footwear
- safety glasses
- two-way radios
- high visibility clothing

## EVIDENCE GUIDE

Applies underpinning knowledge and skills when:

- participating in stock rotation activities
- identifying purpose of component parts of order forms
- identifying products and relevant storage areas
- interpreting and filling replenishment request
- completing stock counting and replenishment operations
- providing customer/client service and working effectively with others
- conveying information in written and oral form
- maintaining workplace records

Shows evidence of application of relevant workplace procedures including:

- relevant codes of practice, regulations and legislative requirements
- Industry regulations and codes of practice for the storage of dangerous goods, explosives and hazardous substances
- workplace procedures and work instructions concerning the replenishment of stock (including housekeeping and security procedures)
- manufacturer's instructions on the use of equipment and systems
- obtaining assistance from other team members when required
- customer service and quality assurance procedures and policies
- OHS regulations and hazard prevention policies and procedures
- environmental protection procedures

Action is taken promptly to report and/or rectify any potential difficulties in the replenishment of stock in accordance with relevant regulatory requirements and workplace procedures.

Performance is demonstrated consistently over a period of time and in a suitable range of contexts.

Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others.

Work is completed systematically with required attention to detail without damage to goods, equipment or personnel.

**(1) Critical Aspects and Evidence**

Assessment must confirm appropriate knowledge and skills to:

- participate in stock rotation activities
- identify the purpose of the component parts of order forms
- identify products and relevant storage areas
- interpret and fill replenishment request
- complete stock counting and replenishment operations
- provide customer/client service and work effectively with others
- convey information in written and oral form
- maintain workplace records
- select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context

**(2) Pre-requisite Relationship of Units**

This unit of competency may be assessed in conjunction with other units that form part of a worker's job function.

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- Industry codes and regulations relevant to the replenishment of stock
- relevant OHS and environmental protection procedures and guidelines
- workplace procedures and policies for the replenishment of stock
- focus of operation of work systems, equipment, management and site operating systems for the replenishment of stock
- principles of operation and functions of stock control systems
- computer records/documentation requirements for the replenishment of stock
- housekeeping standards procedures required in the workplace
- site layout and obstacles

Skill

The ability to:

- ability to select and use relevant communications, computing and office equipment when replenishing stock
- ability to modify activities depending on differing workplace contexts, risk situations and environments
- ability to read and comprehend simple statements in English
- ability to read and interpret instructions, procedures and labels relevant to the replenishment of stock
- ability to use required personal protective clothing and equipment conforming to industry and OHS standards



**(4) Resource Implications**

Access is required to opportunities to:

- participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to replenish stock, and/or
- replenish stock in an appropriate range of operational situations

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manage process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**TRAGOP0081A: Participate in stock takes****Competency Descriptor:**

This unit involves the skills and knowledge required to participate in stock takes in accordance with workplace requirements including preparing for stock takes, conducting stock takes, counting stock, identifying stock discrepancies, and completing all required documentation.

Competency Field: Ground Operations

<b>ELEMENT OF COMPETENCY</b>		<b>PERFORMANCE CRITERIA</b>	
1.	Prepare for stock take	1.1	Goods to be counted and appropriate inventory systems are identified.
		1.2	Required resources including equipment and record keeping systems are identified.
		1.3	Allocated tasks, zones and work requirements are identified.
		1.4	Sequence work role planned in a time effective manner.
2.	Stock take and count stock	2.1	Stocktaking and cyclical counts are undertaken in accordance with enterprise policies and procedures.
		2.2	Inventory data is interpreted.
		2.3	Inventory data is confirmed to match stock.
		2.4	Stock levels are accurately counted and documented.
3.	Identify stock discrepancies	3.1	Discrepancies in type, number and quality of stock are accurately recorded and documented.
		3.2	Products stored in inappropriate storage locations are relocated and stock records adjusted.
4.	Complete documentation	4.1	Inventory data is reconciled to match warehouse stock in accordance with company procedures.
		4.2	Workplace documentation is completed.

## RANGE STATEMENTS

This unit involves the skills and knowledge required to participate in stock takes in accordance with workplace requirements including preparing for stock takes, conducting stock takes, counting stock, identifying stock discrepancies, and completing all required documentation.

### General context

- work must be carried out in compliance with the relevant regulations and workplace requirements concerning the conduct of a stock take
- work is performed under some supervision generally within a team environment
- work involves the application of product knowledge and an understanding of relevant workplace procedures and regulatory requirements when participating in stock takes as part of work activities in the warehousing, distribution and/or storage industries

Goods may involve special handling, location, storage and/or packaging requirements, including:

- Temperature controlled goods and dangerous goods.

Inventory systems may be:

- automated
- manual
- paper based
- computerised
- microfiche

The characteristics of products/stock may include:

- small parts
- toxicity
- flammability
- form
- weight
- size
- state
- perish ability
- fragility
- security risk

### Worksite environment

- Work may be conducted in a range of work environments by day or night.
- Customers may be internal or external
- Workplaces may comprise large, medium or small worksites.

Work may be conducted in:

- restricted spaces
- exposed conditions
- controlled or open environments

Categories or groups of products/stock may include:

- small parts
- perishable goods
- overseas export
- dangerous goods
- refrigerated products
- temperature controlled stock
- fragile goods

Labelling systems may include:

- batch code
- bar code
- identification numbering systems
- serial numbers
- symbols for safe handling
- hazardous material codes

Hazards in the work area may include:

- chemicals
- dangerous or hazardous substances
- movements of equipment, goods and materials
- oil or water on floor
- a fire or explosion
- damaged packaging or pallets
- debris on floor
- faulty racking
- poorly stacked pallets
- faulty equipment

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Sources of information/documents

Information/documents may include:

- goods identification numbers and codes
- manifests, picking slips, merchandise transfers, stock requisitions and bar codes
- codes of practice and regulations relevant to the identification, handling and stacking of goods
- Industry and international regulations and codes of practice for the handling, stacking and transport of dangerous goods and hazardous substances
- operations manuals, job specifications and induction documentation
- manufacturer's specifications for equipment
- workplace procedures and policies
- supplier and/or client instructions
- dangerous goods declarations and material safety data sheets (where applicable)
- award, enterprise bargaining agreement, other industrial arrangements
- relevant industry standards and certification requirements
- quality assurance procedures
- emergency procedures

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- e-mail
- Internet
- RF systems
- oral, aural or signed communications

Personal protection equipment may include:

- gloves
- safety headwear and footwear
- safety glasses
- two-way radios
- high visibility clothing

Consultative processes may involve:

- other employees and supervisors
- suppliers, customers and clients
- relevant authorities and institutions
- management and union representatives
- industrial relations and OHS specialists
- other maintenance, professional or technical staff

Industry and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

- Industry and International Dangerous Goods Codes
- Industry and International Explosives Codes
- licence, patent or copyright arrangements
- water and road use and licence arrangements
- export/import/quarantine/bond requirements
- relevant industry OHS and environmental protection legislation
- workplace relations regulations
- workers compensation regulations

Applicable regulations and legislation

Applicable regulations and legislation may include:

Relevant codes and regulations for the packaging of goods.

## EVIDENCE GUIDE

Applies underpinning knowledge and skills when:

- following workplace procedures for the conduct of a stock take
- providing customer/client service
- working effectively with colleagues in stock take activities
- conveying information in written and oral form
- maintaining workplace records
- selecting and using appropriate workplace colloquial and technical language and communication technologies in the workplace context

Shows evidence of application of relevant workplace procedures including:

- Relevant codes of practice, regulations and legislative requirements.

Industry regulations and codes of practice for the storage of dangerous goods, explosives and hazardous substances.

- workplace procedures and work instructions for the conduct of stock takes (including security procedures)
- manufacturer's instructions on the use of equipment and systems used in stock takes
- obtaining assistance from other team members when required
- customer service and quality assurance procedures and policies
- OHS regulations and hazard prevention policies and procedures
- environmental protection procedures
- Action is taken promptly to report and/or rectify any potential difficulties in stock takes in accordance with relevant regulatory requirements and workplace procedures.
- Performance is demonstrated consistently over a period of time and in a suitable range of contexts.
- Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others.
- Work is completed systematically with required attention to detail without damage to goods, equipment or personnel.

**(1) Critical Aspects and Evidence**

Assessment must confirm appropriate knowledge and skills to:

Follow workplace procedures for stock takes, including:

- preparing for a stock take
- implementing stock take processes
- counting stock
- identifying stock discrepancies
- provide customer/client service
- work effectively with colleagues
- convey information in written and oral form
- maintain workplace records
- select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context

**(2) Pre-requisite Relationship of Units**

- Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- Industry codes and regulations relevant to the conduct of stock takes
- relevant OHS and environmental protection procedures and guidelines
- workplace procedures and policies for the conduct of stock takes
- focus of operation of work systems, equipment, management and site operating systems for the conduct of stock takes
- workplace processes for records management and the production of stock take reports
- principles of operation and functions of stock take systems
- housekeeping standards procedures required in the workplace
- site layout and obstacles

Skill

The ability to:

- select and use relevant communications, computing and office equipment when conducting stock takes
- modify activities depending on differing workplace contexts, risk situations and environments
- read and comprehend simple statements in English
- read and interpret instructions, procedures and labels relevant to the conduct of stock takes
- use required personal protective clothing and equipment conforming to industry and OHS standards

**(4) Resource Implications**

Access is required to opportunities to:

- participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to participate effectively in stock takes, and/or
- participate in stock takes in an appropriate range of operational situations

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>
Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**TRAGOP0091A: Transfer cargo**

## Competency Descriptor:

This unit involves the skills and knowledge required to transfer cargo in accordance with workplace requirements including preparing for the transfer of the load, safely transferring the cargo using appropriate lifting equipment, finalising the transfer, and completing all required documentation.

Competency Field: Ground Operations

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Prepare for load transfer	<p>1.1 Load characteristics are identified to determine any special handling or equipment requirements.</p> <p>1.2 Location of load in yard and following transfer method is determined.</p> <p>1.3 Pathway for load transfer is established consistent with workplace procedures noting obstacles and any particular safety precautions.</p> <p>1.4 Working area is prepared in accordance with the national standards, safety codes, and site operating procedures.</p> <p>1.5 Personal protection equipment and other safety equipment are assembled.</p> <p>1.6 The Safe Working Load (SWL) or Working Load Limit (WLL) is calculated using formulae for the particular type of lifting equipment.</p> <p>1.7 Lifting equipment is checked to determine safe working order for the transfer.</p> <p>1.8 Unsafe equipment is reported to appropriate personnel.</p>
2. Transfer cargo	<p>2.1 Cargo is steadied and secured using appropriate devices.</p> <p>2.2 Load is lifted and shifted safely following national standards, safety codes and site operating procedures.</p> <p>2.3 Load is transferred and set down ensuring no injury to personnel or damage to machinery or cargo.</p>



- |                      |   |
|----------------------|---|
| 3. Complete transfer | 3.1 Securing arrangements are released from load ensuring no injury to personnel or damage to machinery or cargo.                 |
|                      | 3.2 Relevant documentation is completed including reporting of damaged cargo in accordance with workplace reporting requirements. |
|                      | 3.3 Equipment is returned to store and work area returned to normal working condition.  |

## RANGE STATEMENTS

This unit involves the skills and knowledge required to transfer cargo in accordance with workplace requirements including preparing for the transfer of the load, safely transferring the cargo using appropriate lifting equipment, finalising the transfer, and completing all required documentation.

### General context

- work must be carried out in compliance with the relevant regulations and workplace requirements concerning the transfer of cargo/freight
- work is performed under some supervision generally within a team environment
- work involves the application of workplace procedures and regulatory requirements when transferring cargo as part of work activities in the stevedoring, transport, distribution and allied industries

Cargo/freight may include goods with specialist requirements, including temperature-controlled goods and dangerous goods.

Equipment may include:

- Appropriate load shifting equipment normally in use at a terminal or wharf (but does not include gantry equipment, boom cranes, dozers or specialised load shifting equipment which are covered by separate competency units)

### Worksite environment

- work may be conducted in a range of work environments by day or night
- customers may be internal or external
- workplaces may comprise large, medium or small worksites

Work may be conducted in:

- limited or restricted spaces
- exposed conditions
- controlled or open environments

Personal protection equipment may include:

- gloves
- safety headwear and footwear
- safety glasses
- two-way radios
- protective clothing
- high visibility clothing

Communication in the work area may include:

- phone
- fax
- email
- electronic data transfer (EDI)
- RF systems
- radio
- oral, aural or signed communications

Sources of information/documents

Information/documents may include:

- goods identification numbers and codes
- manifests, bar codes, and container identification/serial number
- Industry and international codes of practice and regulations relevant to the transfer of cargo
- Industry and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
- operations manuals, job specifications and induction documentation
- manufacturer's specifications for equipment
- workplace procedures and policies
- supplier and/or client instructions
- dangerous goods declarations and material safety data sheets (where applicable)
- award, enterprise bargaining agreement, other industrial arrangements
- relevant Industry standards and certification requirements
- quality assurance procedures
- emergency procedures

Hazards in the work area may include exposure to:

- chemicals
- dangerous or hazardous substances
- movements of equipment, goods, materials and vehicular traffic

Personnel in work area may include:

- work place personnel
- site visitors
- contractors
- official representatives

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Applicable regulations and legislation

Applicable regulations and legislation may include:

- relevant codes and regulations for the transfer of cargo/freight

Industry and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

- Industry and International Dangerous Goods Codes
- Industry Marine Orders and the International Maritime Dangerous Goods Code
- Dangerous Goods regulations
- Industry and International Explosives Codes
- licence, patent or copyright arrangements
- water and road use and licence arrangements
- export/import/quarantine/bond requirements
- marine orders
- relevant industry OHS and environmental protection legislation
- workplace relations regulations
- workers compensation regulations

## EVIDENCE GUIDE

Applies underpinning knowledge and skills when:

- interpreting shipping and goods movement documentation
- using onsite computer and available software
- preparing for load transfer
- safely transferring cargo using appropriate equipment
- completing transfer
- locating, interpreting and applying relevant information
- providing customer/client service and working effectively with others
- conveying information in written and oral form
- maintaining workplace records
- following the designated work plan for the job

Shows evidence of application of relevant workplace procedures including:

- relevant codes of practice and legislative requirements pertaining to the transfer of cargo
- Industry and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
- workplace procedures and instructions (including security and housekeeping procedures)
- OHS policies and procedures
- issue resolution procedures
- obtaining assistance from other team members when required
- relevant guidelines relating to the safe use of equipment
- customer service and quality assurance procedures and policies
- environmental protection procedures

Action is taken promptly to report any accidents, incidents or difficulties when transferring cargo in accordance with regulatory requirements and workplace procedures.

Performance is demonstrated consistently over a period of time and in a suitable range of contexts.

Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others.

Work is completed systematically with required attention to detail without damage to goods, equipment or personnel.

**(1) Critical Aspects and Evidence**

Assessment must confirm appropriate knowledge and skills to:

- interpret shipping and goods movement documentation
- use onsite computer and available software
- prepare for load transfer
- safely transfer cargo using appropriate equipment
- complete transfer
- locate, interpret and apply relevant information
- provide customer/client service and work effectively with others
- convey information in written and oral form
- maintain workplace records
- select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context
- follow the designated work plan for the job

**(2) Pre-requisite Relationship of Units**

Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- Industry and international codes and regulations relevant to the transfer of cargo/freight including the Industry and International Dangerous Goods Codes
- relevant OHS and environmental protection procedures and guidelines
- workplace procedures and policies for the transfer of cargo/freight
- focus of operation of work systems, equipment, management and site operating systems for the transfer of cargo/freight
- problems that may occur when transferring cargo/freight and appropriate action that can be taken to resolve the problems
- relevant handling and safety codes
- types of equipment used to transfer loads in terminals/wharves, their applications and procedures and precautions for their use
- requirements for Safe Working Load (SWL) and working Load Limit (WLL) of load shifting equipment
- the marking and numbering systems for cargo
- relevant bond, quarantine or other legislative requirements

Skill

The ability to:

- identify, select and use relevant equipment, processes and procedures when transferring cargo/freight
- modify activities depending on differing workplace contexts, risk situations and environments
- read and interpret instructions, procedures and labels relevant to the transfer of cargo/freight
- identify cargo, container and goods, coding, ADG / IMDG markings and where applicable emergency information panels
- estimate the size, shape and special requirements of loads
- receive, acknowledge and send messages with communications equipment whilst operating other equipment

**(4) Resource Implications**

Access is required to opportunities to:

- participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to transfer cargo/freight, and/or
- transfer cargo/freight in an appropriate range of operational workplace situations

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## TRAGOP0101A: Carry out vehicle inspections

### Competency Descriptor:

This unit involves the skills and knowledge required to carry out an inspection of a commercial vehicle, including action to implement the vehicle manufacturer's specifications for routine checks, to clean the vehicle and to ensure that all specified safety requirements are met and that the vehicle is operational to the requirements of both the workplace and the relevant roads and traffic authority.

Competency Field: Ground Operations

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Check the vehicle	<p>1.1 A visual check of the internal and external condition of the vehicle is carried out following workplace procedures.</p> <p>1.2 Pre-operational inspections and checks of the vehicle's tyres, suspension, fluid levels and other critical features are carried out to ensure conformance with the requirements of the relevant roads and traffic authority.</p> <p>1.3 Associated equipment is tested to ensure it functions correctly to manufacturer's specifications.</p> <p>1.4 Post start-up and shutdown checks are carried out after engine is started to identify possible engine or electrical problems.</p> <p>1.5 Warning systems (instruments and gauges) are checked to ensure they are operational.</p> <p>1.6 Where relevant, vehicle-monitoring device is logged on/off in accordance with manufacturer's instructions and workplace policy.</p>
2. Clean vehicle	<p>2.1 Vehicle and associated equipment is cleaned in accordance with workplace procedures and legislation.</p>
3. Complete documentation	<p>3.1 Basic faults are identified and/or diagnosed and appropriate action taken to report or remedy them as required by workplace procedures and legislation.</p> <p>3.2 Records of inspection are updated and recommended repairs documented in accordance with workplace polices.</p>

## RANGE STATEMENTS

This unit involves the skills and knowledge required to carry out an inspection of a commercial vehicle, including action to implement the vehicle manufacturer's specifications for routine checks, to clean the vehicle and to ensure that all specified safety requirements are met and that the vehicle is operational to the requirements of both the workplace and the relevant roads and traffic authority.

### General context

- work must be carried out in compliance with the regulations of the relevant roads and traffic authority concerned with the inspection of commercial vehicles
- work is performed with limited or minimum supervision, with limited accountability and responsibility for self and others in achieving the prescribed outcomes
- work involves the application of routine inspection principles and procedures to check the safety and operation of a commercial vehicle across a variety of operational contexts

### Routine checks may include:

- water levels
- oil levels
- air pressure in tyres
- brakes
- lights
- condition of tyres
- battery
- exhaust system
- suspension
- Environmental hazards may include:
- leaking oil and fuel
- defective or inappropriately adjusted exhaust systems
- inappropriate disposal of vehicle fluids in drains or sewerage systems

### Type of vehicle may include any commercial road transport vehicles including:

- light vehicles
- heavy vehicles
- combination vehicles
- Inspection may include:
- visual checks of vehicle
- routine checks of vehicle systems
- checks in accordance with a detailed inspection schedule

### Worksite environment

Maintenance may be carried out in typical road transport situations, including:

- operations conducted at day or night
- typical weather conditions
- in confined spaces, exposed conditions and controlled or open environment
- while in the a depot, base or warehouse
- while in the vehicle on the road
- while at a client's workplace

### Sources of information/documents

#### Information/records may include:

- workplace routine inspection procedures, checklists and instructions
- relevant State/Territory roads and traffic authority vehicle maintenance regulations
- vehicle manufacturer's instructions, specifications and recommended procedures
- precautions and procedures to be adopted to protect the environment when inspecting, servicing and maintaining vehicles
- OHS procedures to be followed when inspecting vehicles.

### Applicable regulations and legislation may include:

- relevant State/Territory roads and traffic authority vehicle maintenance regulations and requirements
- relevant industry & OHS legislation



Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

## EVIDENCE GUIDE

Applies knowledge and skills when:

- checking vehicles and their systems
- cleaning vehicles
- exercising all required safety, environmental and hazard control precautions and procedures during a routine inspection of a vehicle
- communicating effectively with others when carrying out a routine inspection of a vehicle
- completing required documentation

Shows evidence of application of relevant workplace procedures including:

- vehicle inspection requirements of the relevant State/Territory road traffic authority
- OHS regulations and hazard prevention policies and procedures
- job procedures and work instructions
- relevant vehicle manufacturer's guidelines relating to the routine inspection and servicing of the vehicle
- environmental protection procedures when carrying out routine inspections and servicing of vehicles

Action is taken promptly to report and/or rectify any identified vehicle faults or malfunctions in accordance with manufacturer's instructions, road traffic authority requirements and workplace procedures

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Work is completed systematically with required attention to detail

### (1) Critical Aspects and Evidence

Assessment must confirm appropriate knowledge and skills to:

- check the vehicle and its systems
- clean the vehicle
- exercise all required safety, environmental and hazard control precautions and procedures when carrying out a routine inspection of a vehicle
- communicate effectively with others when carrying out a routine inspection of a vehicle
- complete required documentation

**(2) Pre-requisite Relationship of Units**

- Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- relevant 'duty of care' requirements for the routine inspection of vehicles
- relevant OHS and pollution control procedures
- procedures for the routine inspection of a commercial vehicle in accordance with

Workplace and manufacturer's requirements and established safety rules and regulations, including:

- visual inspection procedures
- pre-operational checking procedures
- warning systems checking procedures

Problems that may occur during the routine inspection of a vehicle and appropriate actions and solutions.

Basic principles of operation of systems on commercial vehicles, including:

- electrical systems
- fuel systems
- cooling systems
- steering systems
- exhaust systems
- tyres
- brakes
- reporting and documentation requirements
- reading and comprehension of simple statements in English
- writing of simple reports

Skill

The ability to:

- perform work under the required level of supervision
- use cleaning equipment
- carry out vehicle inspection as per specifications

**(4) Resource Implications**

Access is required to opportunities to:

- participate in a range of exercises, case studies and other real and simulated practical and knowledge assessments that demonstrate the skills and knowledge to carry out a routine inspection of a commercial vehicle, and/or
- carry out routine inspections of commercial vehicles in an appropriate range of operational situations

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills

## TRAGOP0111A: Carry out inspection of trailers

Competency Descriptor:

Basic skills and knowledge to undertake inspections of commercial vehicle trailer including basic fault diagnosis and repair

Competency Field: Ground Operations

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Check the trailer	1.1	A visual check of the internal and external condition of the trailer is carried out following company procedures.
		1.2	Pre-operational inspections and checks of the trailers brake systems, suspension and axles, electrical systems and wheels and tyres are carried out to ensure conformance with road safety standards.
2.	Clean trailer	2.1	Trailer and associated equipment is cleaned in accordance with company procedures and industry requirements.
3.	Complete documentation	3.1	Basic faults are identified and/or diagnosed and appropriate action taken to report or remedy them as required by company procedures and legislation.
		3.2	Records of inspection are updated and recommended repairs documented in accordance with company policies.

### RANGE STATEMENTS

This range covers the basic skills and knowledge to undertake inspections of commercial vehicle trailer including basic fault diagnosis and repair

Type of trailer:

OH and S Standards:

Includes all trailers attached to commercial vehicles

- As per company and statutory requirements.

Documentation and Reporting Systems:

Regulations/legislation:

- As per company requirements

Includes:

Procedures:

- All relevant traffic acts and regulations, regulations covering special requirements for vehicles carrying special loads.

Procedures are those for prescribed for the specific vehicle by the relevant traffic authority and company policies.

Workplace environment:

Includes all road transport situations, for example

- operations conducted at day or night
- work conducted in confined spaces, exposed conditions and controlled or open environment
- in the warehouse and at the depot
- in the vehicle on the road
- at the clients workplace
- in a range of typical weather conditions
- Level of Supervision
- May be limited or minimum supervision

## EVIDENCE GUIDE

Competence in this unit needs to be assessed over a period of time to ensure consistency of performance in a range of contexts.

### (1) Critical Aspects and Evidence

Assessment must confirm sufficient knowledge of routine trailer inspection and fault diagnosis  
Assessment must confirm the ability to apply this knowledge in a real of simulated road transport environment.

### (2) Pre-requisite Relationship of Units

- Nil

### (3) Underpinning Knowledge and Skills

#### Knowledge

Knowledge of:

- characteristics and typical fault conditions of brake systems, electrical systems, suspensions and axles, wheels and tyres
- fault diagnosis and maintenance reporting and recording requirements
- routine trailer inspection procedures

#### Skill

The ability to:

- apply trailer inspection and fault diagnosis skills
- recognise and diagnose faults and trailer irregularities
- write of simple reports

### (4) Resource Implications

Assessment of this unit will require access to relevant trailers, equipment and materials needed to inspect and clean trailers.

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills

**TRMSOP0021A: Attach/detach clip-on-units**

## Competency Descriptor:

This unit relates to the basic skills and knowledge to attach/detach clip on units as applied to the transportation and distribution industry.

Competency Field: Stevedoring Operations

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Prepare to attach/detach clip on units	1.1 Unit characteristics are identified to determine any special handling or equipment requirements. 1.2 Location of unit and following transfer method is determined. 1.3 Procedure established is consistent with workplace procedures noting obstacles and any particular safety precautions. 1.4 Working area is prepared in accordance with the national standards, safety codes, and site operating procedures. 1.5 Personal protection equipment and other safety equipment is assembled.
2. Attach clip-on units	2.1 Clip-on units are attached safely in accordance with the recommendation industry guidelines on manual handling and according to site operating procedures. 2.2 Correct clip-on unit tools are used. 2.3 Correct protective equipment is worn. 2.4 Correct connection to container or crib is checked.
3. Detach clip-on units	3.1 Clip-on units are attached/detached safely in accordance with the recommendation industry guidelines on manual handling and according to site operating procedures. 3.2 Correct clip-on unit tools are used. 3.3 Correct protective equipment is worn. 3.4 Correct connection to container or crib is checked.

## RANGE STATEMENT

This unit relates to the basic skills and knowledge to attach/detach clip on units as applied to the transportation and distribution industry

- Work is performed under some supervision, generally within a team environment.
- Customers may be internal or external.
- Work is undertaken in various environments involved in Stevedoring

Worksite environment may include:

- operations conducted by day or night, in restricted spaces or exposed conditions and controlled or open environments
- exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles
- personnel in work area may include operating personnel, site visitors, contractors, official representatives

Workplace context may include:

- work organisation procedures and practices
- conditions of service, legislation and industrial agreements
- consultative processes, possibly involving staff members, management, union representatives, industrial relations specialists, OH&S specialists and/or other professional or technical staff

Sources of information / documents may include:

- manufacturers' specifications
- goods and container ID numbers & codes, manifests or bar codes
- operating procedures and policies
- supplier and/or client instructions
- materials safety data sheets
- phone, electronic data interchange, fax, e-mail, internet, radio, oral, aural or signed communications
- codes of practice including the national standards for manual handling and the industry safety code
- legislation, regulations and related documentation
- standards, certification requirements & quality assurance procedures
- award, enterprise bargaining agreement, other industrial arrangements

Applicable industry regulations and legislation may include:

- Occupational Health & Safety and Emergency Procedures.
- workplace relations and workers compensation
- water & road use and licence arrangements
- licence, patent or copyright arrangements
- dangerous goods and freight regulations
- export / import / quarantine / bond requirements
- environmental protection legislation
- marine orders



## EVIDENCE GUIDE

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task
- assessing operational capability of equipment used and work processes selected

Shows evidence of application of relevant workplace procedures including:

- hazard policies and procedures codes of practice; emergency, fire and accident procedures
- issue resolution procedures
- job procedures and work instructions
- relevant guidelines relating to the safe use of machinery and equipment including the tagging of unserviceable or damaged items
- quality procedures (where existing)
- security procedures
- operational housekeeping processes
- waste, recycling and management processes
- takes action promptly - accidents and incidents are reported according to operating procedures
- adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- completes work systematically with attention to detail and without damage of goods, equipment or personnel

### (1) Critical Aspects of Evidence

Critical aspects of evidence to be considered

Assessment must confirm appropriate knowledge and skills to:

- identify reefers requiring clip-on units
- safely connect and disconnect reefer units
- locate, interpret and apply relevant information
- provide customer/client service
- work effectively with others
- convey information in written and oral form
- maintain workplace records
- select and use appropriate colloquial and technical English and communication technologies in the workplace context
- follow the designated work plan for the job

**(2) Pre-requisite Relationship of Units**

Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- site layout and location of reefer units
- identification of problems in the operation of reefer units
- work systems, equipment, management and site operating systems
- relationships and requirements of work and operating systems in respect of related systems
- impact of job on operations and individual performance

Skills

The ability to:

- apply relevant industrial requirements and legislative requirements
- identify and correctly use equipment, processes and procedures
- identify reefer units that require clip-on units
- identify cargo using mark and number systems
- identify protective clothing and safety precautions appropriate to the task and/or site

**(4) Resource Implications**

Variety of reefer units and containers

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of related activities to which applicant has contributed, or worked on
- training courses on material related to range of variables and or knowledge requirement
- examples of authenticated assessments and/or assignments from formal education courses
- simulation

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 1	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**ITICOR0011A: Carry out data entry and retrieval procedures**

Competency Descriptor:

This unit deals with the skills and knowledge required to operate computer, to enter, manipulate and retrieve data and to access information and communicate via the Internet.

Competency Field:

Information Technology and Communications - Operations

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Initiate computer system	1.1 Equipment and work environment are correctly checked for readiness to perform scheduled tasks. 1.2 The hardware components of the computer and their functions are correctly identified. 1.3 Equipment is powered up correctly. 1.4 Access codes are correctly applied. 1.5 Appropriate software is selected or loaded from the menu.
2. Enter data	2.1 Types of data for entry correctly identified and collected. 2.2 Input devices selected and used are appropriate for the intended operations. 2.3 Manipulative procedures of Input device conform to established practices. 2.4 Keyboard/mouse is operated within the designated speed and accuracy requirements. 2.5 Computer files are correctly located or new files are created, named and saved. 2.6 Data is accurately entered in the appropriate files using specified procedure and format. 2.7 Data entered is validated in accordance with specified procedures.

- 2.8 Anomalous results are corrected or reported in accordance with specified procedures.
- 2.9 Back-up made in accordance with operating procedures.
- 3. Retrieve data
  - 3.1 The identity and source of information are established.
  - 3.2 Authority to access data is obtained where required.
  - 3.3 Files and data are correctly located and accessed.
  - 3.4 Integrity and confidentiality of data are maintained.
  - 3.5 The relevant reports or information is retrieved, using approved procedure.
  - 3.6 Formats to retrieved report or information conform to requirements.
  - 3.7 Copy of the data is printed where required.
- 4. Amend data
  - 4.1 Source of data/information for amendment is established.
  - 4.2 Data to be amended is correctly located within the file.
  - 4.3 The correct data/Information is entered, changed or deleted using appropriate input device and approved procedures.
  - 4.4 The Integrity of data is maintained.
- 5. Use document layout and data format facilities
  - 5.1 Requirements for document are verified where necessary.
  - 5.2 The given format and layout are appropriately applied.
  - 5.3 Facilities to achieve the desired format and layout are correctly identified, accessed and used.
  - 5.4 Data manipulating facilities are used correctly.
  - 5.5 Format reflects accuracy and completeness.

- |    |  |     |   |
|----|--|-----|---|
| 6. | Monitor the operation of equipment               | 6.1 | The system is monitored to ensure correct operation of tasks.   |
|    |  | 6.2 | Routine system messages are promptly and correctly dealt with.  |
|    |  | 6.3 | Non-routine messages are promptly referred in accordance with operating requirements.   |
|    |  | 6.4 | Error conditions within level of authority are dealt with promptly, and uncorrected errors are promptly reported.                         |
|    |  | 6.5 | Output devices and materials are monitored for quality.   |
| 7. | Access and transmit information via the Internet | 7.1 | Access to the Internet is gained in accordance with the provider's operating procedures.  |
|    |  | 7.2 | Evidence of the ability to negotiate web sites to locate and access specified information and other services is efficiently demonstrated. |
|    |  | 7.3 | E-Mail is sent and retrieved competently.   |
| 8. | Close down computer system                       | 8.1 | The correct shut down sequence is followed.   |
|    |  | 8.2 | Problem with shutting down computer is reported promptly.   |
|    |  | 8.3 | All safety and protective procedures are observed.  |
|    |  | 8.4 | The system integrity and security are preserved.  |
| 9. | Maintain computer equipment                      | 9.1 | Cleaning materials and/or solutions used meet specified recommendation.   |
|    |  | 9.2 | The equipment is cleaned as directed.   |
|    |  | 9.3 | Wear and faults identified are promptly reported to the appropriate personnel.  |

## RANGE STATEMENT

This unit applies to activities associated with essential operations linked to using and maintaining basic computer equipment.

### Equipment:

- install supplied computer
- install supplied peripherals

### Work environment:

- equipment
- furniture
- cabling
- power supply

### Input devices:

- keyboard
- mouse
- scanner
- microphone
- camera

### Data:

- textual
- numerical
- graphical

### Software systems to include for:

- word processing
- spread sheet
- internet access

### File operations:

Naming, updating, archiving, traversing field and records in database, use of search, sort, print

### Files save on:

- network
- magnetic media
- personal PC

### Maintenance:

- cleaning: enclosures, screen, input devices, output devices
- checking cables, etc

## EVIDENCE GUIDE

Competency is to be demonstrated by the ability to accurately carry out basic data entry and retrieval operations on a computer system in accordance with the performance criteria and the range listed within the range of variables statement.

### (1) Critical Aspects and Evidence

It is essential that competence be observed in the following aspects:

- Initiate the use on the equipment.
- Use document layout and data format facilities.
- Locate and access data.
- Use file operations.
- Manipulate input devices.
- Key-in and format reports.
- Access to the internet.

### (2) Pre-requisite Relationship of Units

- Nil



**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- safety for working with and around computers
- computer hardware and software systems
- procedure for initiating and closing down computer
- the operation of the data entry
  - management system
- methods of locating files
- organisation's standards applicable to
  - accessing files
- files operations and their applications
- file operation in database setting
- creating, locating and saving files
- using input devices
- using data checking devices
- formatting functions of software
- layout function of software
- graphic productions and manipulation
- regard for accuracy and security of
  - information
- functions on the internet

Skills

The ability to:

- identify computer hardware
- manipulate data input devices
- access data
- use file operations
- key-in and format reports and letters
- retrieve data
- amend data
- print data
- save data
- search and receive data from the internet
- send and receive E-Mail

**(4) Resource Implications**

Files saved on network, magnetic media, and personal Computer

Input devices: Keyboard, mouse, other selection devices

**(5) Method of Assessment**

Competency shall be assessed while work is undertaken under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competencies in this unit may be determined concurrently. Assessment must be in accordance with the performance criteria.

**(6) Context of Assessment**

This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. A range of methods to assess underpinning knowledge should support this

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level -	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level -	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## TRMPOP0012A: Operate a steer skid loader to perform basic operations

### Competency Descriptor:

This unit involves the skills and knowledge required to operate a steer skid loader carry out an inspection including action to implement the vehicle manufacturer's specifications for routine checks, to clean the vehicle and to ensure that all specified safety requirements are met and that the vehicle is operational to the requirements of both the workplace and the relevant roads and traffic authority.

Competency Field: Port Operations

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Start and manoeuvre steer skid loader	1.1	Start-up procedures are carried out as outlined in the manufacturer's guidelines and operations operating procedures.
		1.2	Actions are taken to ensure that the Steer Skid Loader is in an unloaded state prior to and during start-up operations.
		1.3	Safety bar is lowered.
		1.4	Engine is started in accordance with manufacturer's guidelines to bring the engine to sufficient idle for operation.
		1.5	Instruments and gauges are monitored to ensure that vehicle operation is safe according to manufacturers' specifications and safety rules.
		1.6	Controls are operated as outlined in the manufacturers operating manual.
		1.7	Steer Skid Loader is steered, manoeuvred and positioned in accordance with operating regulations and procedures to maximise safety and efficiency of operations.  Safety considerations will need to include: <ul style="list-style-type: none"> <li>• surface condition of the work area (weather and visibility)</li> <li>• the surface gradient</li> <li>• condition of the brakes</li> <li>• load characteristics</li> <li>• personnel in immediate area</li> <li>• stacking area and obstacles</li> </ul>
		1.8	Movements are carried out within the limits of the Steer Skid Loader and in line with manufacturer's guidelines.

- 1.9 Movements of the controls are smooth and controlled to avoid any sudden or coarse movement.
  - 1.10 Movements are performed ensuring no injury to personnel, or damage to equipment, facilities or load.
- 2. Manage steer skid loader efficiency
  - 2.1 Engine power is managed to ensure efficiency of vehicle movement, economy of vehicle operations and to minimise damage to the engine drive.
  - 2.2 Operations carried out within manufacturers specified torque range.
  - 2.3 Engine power is co-ordinated to maintain torque range for operational requirements.
  - 2.4 The performance of the Steer Skid Loader is monitored continuously to ensure maximum efficiency of operation and fuel consumption.
  - 2.5 Account is taken of warning devices that indicate hindrance to engine or vehicle performance.
  - 2.6 Any faults or damage are reported to the appropriate authority.
- 3. Monitor and anticipate traffic and work area conditions
  - 3.1 Traffic flow and work area conditions are constantly monitored and anticipated to allow safe operation and ensure no injury to personnel, or damage to equipment, loads or facilities.
  - 3.2 Any occurrences in the work area that may affect the safety and efficiency of operations are reported to the appropriate authority.
- 4. Report workplace hazards
  - 4.1 Workplace hazards are identified during the course of work and reported to the appropriate person according to standard operating procedures.
  - 4.2 Reports on workplace hazards may be verbal or written, using standardised report forms.
- 5. Stop and park the steer skid loader
  - 5.1 Securing and parking is performed in accordance with the procedures outlined in the manufacturers operating manual and site operating procedures.
  - 5.2 Steer Skid Loader is secured ensuring no injury to personnel, or damage to equipment, facilities or load.

## RANGE STATEMENT

Workplace context may include:

- work organisation procedures and practices
- conditions of service, legislation and industrial agreements
- consultative processes, possibly involving staff members, management, union representatives, industrial relations specialists, OH&S specialists and/or other professional or technical staff

Sources of information / documents may include:

Manufacturers specifications, which include:

- engine crank
- idling
- engine RPM
- torque range
- goods and container id numbers & codes, manifests or bar codes
- operating procedures and policies
- supplier and/or client instructions
- materials safety data sheets
- phone, electronic data interchange, fax, e-mail, internet, radio, oral, aural or signed communications
- codes of practice including the national standards for manual handling and the industry safety code
- legislation, regulations and related documentation
- standards, certification requirements & quality assurance procedures
- award, enterprise bargaining agreement, other industrial arrangements
- industry standard

General context

- work is performed under some supervision, generally within a team environment
- customers may be internal or external
- work is undertaken in various environments involved in Stevedoring

Worksite environment may include:

- operations conducted by day or night, in restricted spaces or exposed conditions and controlled or open environments
- exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles

Applicable industry regulations and legislation may include:

- Occupational Health & Safety and Emergency Procedures.
- workplace relations and workers compensation
- water & road use and licence arrangements
- licence, patent or copyright arrangements
- dangerous goods and freight regulations
- export / import / quarantine / bond requirements
- environmental protection legislation
- marine orders

Personnel in work area may include:

- personnel
- site visitors
- contractors
- official representatives

## EVIDENCE GUIDE

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task
- assessing operational capability of equipment used and work processes selected
- Follows operational and regulatory requirements for Skid Steer Loaders in all operations.
- Moves and stores loads to make safe and effective use of available spaces.
- Identifies goods requiring special handling and/or documentation and follows appropriate procedures.

Shows evidence of application of relevant workplace procedures including:

- hazard policies and procedures including Codes of Practice
- issue resolution procedures
- job procedures and work instructions
- relevant guidelines relating to the use of equipment
- quality assurance procedures (where existing)
- security procedures
- following recognised housekeeping processes
- waste, pollution and recycling management processes
- reporting of unsafe or damaged equipment.
- takes action promptly- accidents and incidents reported following operating procedures
- adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- completes work systematically with attention to detail and without damage of goods, equipment or personnel

### (1) Critical Aspects of Evidence

Assessment must confirm appropriate knowledge and skills to:

- locate, interpret and apply relevant information
- provide customer / client service
- work effectively with colleagues
- convey information in written and oral form
- maintain workplace records
- use workplace colloquial and technical English and communication technologies in the workplace context
- identify load characteristics, dangerous or hazardous goods, manual handling equipment and practices
- safely load and unload goods following P&O procedures
- distribute and secure loads for safe transport
- handle loads and drive defensively

- manage Skid Steer Loader controls, read instruments and adjust engine power to site requirements
- drive safely in a worksite environment

**(2) Pre-requisite Relationship of Units**

- Nil

**(3) Underpinning Knowledge and Skills**

Knowledge

Knowledge of:

- site layout
- operation of work systems, equipment or management, site and organisational operating procedures
- impact of job on operational and individual performance
- relevant industrial or other legislative requirements
- application of regulations, company policy and operating procedures on Skid Steer Loader operation
- manual handling techniques and equipment

Skills

The ability to:

- modify activities dependant on differing workplace contexts, risk situations and environments
- estimate size, shape and special requirements of loads
- identify container and goods coding and hazardous chemical markings where necessary
- apply eye-hand co-ordination
- identify protective clothing and safety precautions appropriate to the task and/or site
- identify and correctly use equipment, processes and procedures

**(4) Resource Implications**

Access to Skid Steer Loader and attachments where appropriate.

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of related activities to which applicant has contributed, or worked on
- training courses on material related to range of variables and or knowledge requirement .
- examples of authenticated assessments and/or assignments from formal education courses
- simulation

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities

#### (6) Context of Assessment

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 1	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.



## TRMPOP0022A: Load and unload cargo

Competency Descriptor:

This unit relates to the basic skills and knowledge to load and unload cargo on units as applied to the transportation and distribution industry.

Competency Field: Port Operations

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Pack / unpack cargo	1.1 Cargo is packed and unpacked in accordance with safety recommendations. 1.2 Cargo is correctly identified. 1.3 Damaged cargo is identified and reported to appropriate personnel, such as foremen and/or supervisors. Reports may be verbal or written, using standardised report forms. 1.4 Cargo is packed and unpacked in a manner that ensures no injury to personnel, or damage to machinery or cargo.
2. Sort / stack cargo	2.1 Cargo is sorted and stacked in accordance with safety recommendations. 2.2 Cargo is correctly identified. 2.3 Damaged cargo is identified and reported to appropriate personnel, such as foremen and/or supervisors. Reports may be verbal or written, using standardized report forms. 2.4 Cargo is sorted and stacked in a manner that ensures no injury to personnel, or damage to machinery or cargo.
3. Cover / uncover cargo requiring weather protection	3.1 Cargo requiring protection from weather is completely covered and securely lashed using procedures that comply with safety requirements, ensuring the cargo is completely covered and securely lashed. 3.2 Coverings are used that are appropriate to the cargo.
4. Drive vehicular cargo	4.1 Vehicular cargo is driven safely according to recommendations of the Industry Safety Code and site operating procedures. 4.2 Driving speed is always within limit of work area.

- 4.3 Warning is sounded when travelling through doorways, around corners or when vision is obstructed.
- 4.4 Vehicle movements are smooth and controlled.
- 4.5 Vehicular cargo is driven in a manner that ensures no injury to personnel, or damage to machinery or cargo.
- 4.6 Vehicular cargo is parked in designated location according to site operating procedures.

## **RANGE STATEMENT**

### General context

- Work is performed under some supervision, generally within a team environment.
- Customers may be internal or external.
- Work is undertaken in various environments involved in Stevedoring.

### Sources of information / documents may include:

- manufacturers' specifications
- goods and container ID numbers & codes, manifests or bar codes
- operating procedures and policies
- supplier and/or client instructions
- materials safety data sheets
- phone, electronic data interchange, fax, e-mail, internet, radio, oral, aural or signed communications
- codes of practice including the national standards for manual handling and the industry safety code
- legislation, regulations and related documentation
- standards, certification requirements & quality assurance procedures
- award, enterprise bargaining agreement, other industrial arrangements

### Worksite environment may include:

- operations conducted by day or night, in restricted spaces or exposed conditions and controlled or open environments
- exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles
- personnel in work area may include: operations personnel, site visitors, contractors, official representatives

Applicable regulations and legislation may include:

- Occupational Health & Safety and Emergency procedures.
- Workplace Relations and Workers Compensation.
- Water & Road use and licence arrangements.
- Licence, patent or copyright arrangements.
- Dangerous goods and freight regulations.
- Export / Import / Quarantine / Bond requirements.
- Environmental Protection Legislation.
- Marine Orders.

Workplace context may include:

- work organisation procedures and practices
- conditions of service, legislation and industrial agreements
- consultative processes, possibly involving staff members, management, union representatives, industrial relations specialists, OH&S specialists and/or other professional or technical staff

## EVIDENCE GUIDE

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task
- assessing operational capability of equipment used and work processes selected.
- Packs and unpacks loads making safe and effective use of available spaces.
- Identifies goods requiring special handling and or documentation and follows appropriate procedures

Shows evidence of application of relevant workplace procedures including:

- hazard policies and procedures including Codes of Practice
- issue resolution procedures
- job procedures and work instructions
- relevant guidelines for the use of equipment
- quality assurance procedures (where existing)
- security procedures
- following recognised housekeeping processes
- waste, pollution and recycling management processes.
- takes action promptly- accidents and incidents reported following operational procedures
- adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- completes work systematically with attention to detail and without damage of goods, equipment or personnel

**(1) Critical Aspects of Evidence**

Assessment must confirm appropriate knowledge and skills to:

- locate, interpret and apply relevant information
- provide customer / client service
- work effectively with others
- convey information in written and oral form
- maintain workplace records
- use workplace colloquial and technical English and communication technologies in the workplace context
- identify load characteristics, dangerous or hazardous goods, manual handling equipment and practices
- safely load and unload goods following operational procedures
- distribute and secure goods for safe transport

**(2) Pre-requisite Relationship of Units**

- Nil

**(3) Underpinning Knowledge and Skills****Knowledge**

Knowledge of:

- site layout
- work systems, equipment, management and site organisational operating systems
- impact of job on operations and individual performance
- relevant industrial and other legislative requirements
- regulations and operational policy
- manual handling techniques and equipment

**Skills**

The ability to:

- modify activities dependant on differing workplace contexts, risk situations and environments
- estimate size, shape and special requirements of loads
- identify of container and goods coding and hazardous material markings
- practice eye-hand co-ordination
- identify of protective clothing and safety precautions appropriate to the task and/or site

**(4) Resource Implications**

Access to loads to be loaded / unloaded, goods and appropriate spaces for loading and unloading operations.

**(5) Method of Assessment**

Competency shall be assessed while work is being done under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competency in this unit may be determined concurrently, based on integrated project work.

Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be at the completion of each process.

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of related activities to which applicant has contributed, or worked on
- training courses on material related to range of variables and or knowledge requirement
- examples of authenticated assessments and/or assignments from formal education courses
- simulation

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities.

**(6) Context of Assessment**

Competency shall be assessed in the workplace or simulated workplace environment in accordance with work practices and safety procedures.

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 1	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

## TRMSOP0012A: Prepare and transfer cargo with slings

Competency Descriptor:

This unit refers to the skills and knowledge to prepare cargo with slings as applies to the transportation and distribution industry.

Competency Field: Stevedoring Operations

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Prepare for transfer of cargo	1.1 Working area is prepared and maintained in accordance with national standards and safety codes and site operating procedures. 1.2 Unsafe work practices and/or faulty equipment is reported in accordance with operating procedures. 1.3 Correct protective equipment is identified and worn.
2. Calculate Safe Working Load (S.W.L) or Working Load Limit (W.L.L.) of slings and loads	2.1 Safe Working Load (S.W.L) or Working Load Limit (W.L.L.) is calculated using standardised formulae for different types of lifting cables. 2.2 Lifting equipment is checked to determine the safe working load. 2.3 Fibre ropes, wire ropes, chains or webbing sling are checked for conformity with safety equipment.
3. Sling cargo and unslung cargo	3.1 Cargo is slung / unslung in accordance with national standards, safety codes and site operating procedures. 3.2 Correct securing devices are identified and used. 3.3 Load is steadied by tag lines as required. 3.4 Damaged cargo is identified and reported in accordance with operating procedures. 3.5 Slings attachments are released from load ensuring no injury to personnel or damage to machinery or cargo.

- |    |                         |     |   |
|----|-------------------------|-----|---|
| 4. | Strap and unstrap goods | 4.1 | Cargo is strapped and unstrapped in accordance with national standards, safety codes and site operating procedures.           |
|    |                         | 4.2 | Mechanical strapping equipment is used in accordance with manufacturers instructions.   |
|    |                         | 4.3 | Damaged cargo is identified and reported in accordance with company reporting procedures.                                     |
|    |                         | 4.4 | Strapping arrangements are secured / released to / from load ensuring no injury to personnel or damage to machinery or cargo. |

## RANGE STATEMENT

This unit refers to the skills and knowledge to prepare cargo with slings as applies to the transportation and distribution industry.

### General context

- Work is performed under some supervision, generally within a team environment.
- Customers may be internal or external.
- Work may be undertaken in various work environments.

Sources of information / documents may include:

- Goods identification numbers and codes.
- Manifests, bar codes, goods and container identification.
- Manufacturers' specifications.
- operating procedures and policies
- Supplier and/or client instructions.
- Materials Safety Data Sheets.
- Phone, Electronic Data Interchange, fax, e-mail, Internet, radio, oral, aural or signed communications.
- Codes of Practice including the National Standards for Manual Handling and the Industry Safety Code.
- Legislation, Regulations and related documentation.
- Award, enterprise bargaining agreement, other industrial arrangements.
- Standards, certification requirements
- Quality assurance procedures

Worksite environment may include:

- Operations conducted by day or night
- Work conducted in restricted spaces or exposed conditions and controlled or open environments.
- Exposure to chemicals, dangerous or hazardous substances and movements of equipment, goods and vehicles.
- Personnel in work area may include: operations personnel, site visitors, contractors, official representatives



Workplace context may include:

- Work organisation procedures and practices.

Conditions of service, legislation and industrial agreements including:

- workplace agreements and awards
- occupational health and safety
- Industry legislation
- Consultative processes may involve:
  - staff members
  - management
  - union representatives
  - industrial relations specialists
  - OH&S specialists
  - other professional or technical staff

Applicable State / Territory / Commonwealth regulations and legislation may include:

- Occupational Health & Safety.
- workplace relations
- workers compensation
- water & road use and licence arrangements
- licence, patent or copyright arrangements
- dangerous goods and freight regulations
- export / import / quarantine / bond requirements
- marine orders
- environmental protection legislation

## EVIDENCE GUIDE

Applies knowledge and skills when:

- establishing plans
- describing consequences
- completing tasks
- identifying improvements
- applying safety precautions relevant to the task

Shows evidence of application of relevant workplace procedures including:

- hazard policies and procedures including Codes of Practice
- issue resolution procedures
- job procedures and work instructions
- relevant guidelines relating the safe use of machinery and equipment including the tagging of unserviceable or damaged items
- quality assurance procedures (where existing)
- security procedures
- following recognised housekeeping processes
- action taken promptly - accidents and incidents reported in accordance with statutory requirements and operating procedures
- recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- work completed systematically with attention to detail and without damage of goods, equipment or personnel

**(1) Critical Aspects of Evidence**

Critical aspects of evidence to be considered

Assessment must confirm appropriate knowledge and skills to:

- identify appropriate points for locations of slings
- sling goods safely and set down without damage
- locate, interpret and apply relevant information
- provide customer / client service and work effectively with others
- convey information in written and oral form
- maintain workplace records
- use workplace colloquial and technical language and communication technologies in the workplace context

**(2) Pre-requisite Relationship of Units**

The pre-requisite for this unit is:

This unit of competency may be assessed with other units that form part of a job role or function.

**(3) Underpinning Knowledge and Skills****Knowledge**

Knowledge of:

- Industry and international codes and regulations relevant to the transfer of cargo/freight including the Industry and International Dangerous Goods Codes
- relevant OHS and environmental protection procedures and guidelines
- workplace procedures and policies for the transfer of cargo/freight
- focus of operation of work systems, equipment, management and site operating systems for the transfer of cargo/freight
- problems that may occur when transferring cargo/freight and appropriate action that can be taken to resolve the problems
- relevant handling and safety codes
- types of equipment used to transfer loads in terminals/wharves, their applications and procedures and precautions for their use
- requirements for Safe Working Load (SWL) and working Load Limit (WLL) of load shifting equipment
- the marking and numbering systems for cargo
- relevant bond, quarantine or other legislative requirements

## **Underpinning Knowledge and Skills (Cont'd)**

### Skills

The ability to:

- identify, select and use relevant equipment, processes and procedures when transferring cargo/freight
- modify activities depending on differing workplace contexts, risk situations and environments
- read and interpret instructions, procedures and labels relevant to the transfer of cargo/freight
- identify cargo, container and goods, coding, ADG / IMDG markings and where applicable emergency information panels
- estimate the size, shape and special requirements of loads
- receive, acknowledge and send messages with communications equipment whilst operating other equipment

## **(4) Resource Implications**

- Range of lifting slings, ropes, cables and nets.

The following resources should be made available:

- all tools, equipment, materials and documentation required
- any relevant workplace procedures
- any relevant product and manufacturing specifications
- any relevant codes, standards, manuals and reference materials

## **(5) Method of Assessment**

The candidate will be required to:

- answer questions put by the assessor
- identify supervisors or colleagues who can be approached for the collection of competency evidence where appropriate
- present evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge.

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of related activities to which applicant has contributed, or worked on
- training courses on material related to range of variables and or knowledge requirement
- examples of authenticated assessments and/or assignments from formal education courses
- simulation

#### (6) Context of Assessment

Assessment may occur on the job or in a simulated workplace.

### CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 2	
Use technology	Level 2	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**TRMPOP0032A****Handle dangerous goods or hazardous substances**

## Competency Descriptor:

This unit deals with the skills and knowledge required to handle dangerous goods and hazardous substances, including identifying requirements for working with dangerous goods and/or hazardous substances, confirming site incident procedures, selecting handling techniques, and handling and storing dangerous goods and hazardous substances.

Competency Field: Ports Operation

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Identify requirements for working with dangerous goods and/or hazardous substances	1.1 Dangerous goods and/or hazardous substances are identified from information including class labels, manifests and other documentation. 1.2 Storage requirements for hazardous substances and/or dangerous goods are identified and applied. 1.3 Legislative requirements for hazardous substances and/or dangerous goods are known and used to plan work activities. 1.4 Handling procedures for different classes and characteristics of goods are observed. 1.5 Confirmation is sought from relevant personnel where dangerous goods or hazardous materials do not appear to be appropriately marked.
2. Confirm site incident procedures	2.1 Incident reporting processes are identified. 2.2 Emergency equipment is located and checked according to workplace procedures and statutory regulations. 2.3 Emergency procedures are identified and confirmed.
3. Select handling techniques	3.1 Load handling and shifting procedures are selected in accordance with identified requirements for particular goods. 3.2 Handling equipment is checked for conformity with workplace requirements and manufacturer's guidelines. 3.3 Where relevant, suitable signage is checked for compliance with workplace procedures.

## RANGE STATEMENTS

The Range Statement adds definition to the unit by elaborating critical or significant aspects of the performance requirements of the unit. The Range Statement establishes the range of indicative meanings or applications of these requirements in different operating contexts and conditions.

This unit covers anyone working in the transport, warehousing, distribution and storage industries that may handle dangerous goods and/or hazardous substances.

Work must be carried out in compliance with the relevant Occupational Health & Safety (OH&S) requirements concerning the safe handling of dangerous goods and hazardous substances.

Work is performed under general supervision.

Work involves the application of the codes of practice and established procedures for the safe handling of dangerous goods and hazardous substances.

The dangerous goods may be handled in a range of work environments by day or night and may be:

- for short-term storage
- for long-term storage
- in transit

Workplace environment may include:

- movement of equipment
- movement of goods
- materials and vehicular traffic

Requirements for work may include:

- site restrictions and procedures
- use of safety and personal protection equipment
- communications equipment
- specialised lifting and/or handling equipment
- incident breakdown procedures
- authorities and permits
- hours of operations
- noise restrictions
- additional gear and equipment
- segmentation procedures

Hazards may include:

- hazardous or dangerous materials
- contamination of, or from, materials being handled
- noise, light, energy sources
- stationary and moving machinery, parts or components
- service lines
- spills, leakages, ruptures
- fire or ignition
- dust/vapours

Emergency procedures, including response to:

- spillage/leaks,
- evacuation and fire-fighting

Hazard management is consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment

Personal protection equipment may include:

- gloves
- safety headwear and footwear
- safety glasses
- mask and respirator
- protective clothing
- breathing apparatus

Consultative processes may involve:

- other employees and supervisors
- suppliers, potential customers and existing clients
- representatives of regulatory authorities with jurisdiction over OH&S, dangerous goods and hazardous substances
- management and union representatives
- industrial relations and OH&S specialists
- other maintenance, professional or technical staff

Information/documents may include:

- goods identification numbers and codes
- manifests, stock lists, packaging labels, bar codes, stock lists
- goods and container identification
- workplace procedures and policies concerning the handling of dangerous goods and hazardous substances
- supplier and/or client instructions
- material safety data sheets
- dangerous goods code
- HAZCHEM interpretative advice
- relevant legislation, codes, regulations and related documentation concerning the handling of dangerous goods and hazardous substances
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- quality assurance procedures
- emergency procedures pertaining to dangerous goods and hazardous substances

Identification of goods may be from:

- material safety data sheets
- packaging labels
- manifests
- stock lists
- HAZCHEM interpretative advice

Personnel in the work area may include:

- workplace personnel
- site visitors
- contractors
- official representatives

Applicable regulations and legislation may include:

- relevant regulations relating to the handling of dangerous goods and hazardous substances
- local and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
  - International Maritime Dangerous Goods Code
  - IATA's 'Dangerous Goods by Air' regulations
  - local and International Explosives Codes
  - relevant OH&S legislation
  - relevant national environmental protection legislation

## EVIDENCE GUIDE

The Evidence Guide provides advice to inform and support appropriate assessment of this unit. It contains an overview of the assessment requirements followed by identification of specific aspects of evidence that will need to be addressed in determining competence.

The Evidence Guide is an integral part of the unit and should be read and interpreted in conjunction with the other components of competency.

### (1) Critical Aspects and Evidence

Assessment must confirm appropriate knowledge and skills to:

- identify dangerous goods/hazardous substances (from labels, IMDG markings, HAZCHEM signs and other relevant identification criteria).
- safely handle dangerous goods/hazardous substances.
- assess handling and storage precautions and requirements for dangerous goods/hazardous substances.
- estimate weight and dimensions of load and any special requirements.
- select appropriate equipment and work systems including personal protection equipment.
- identify job and site hazards and plan work to minimise risks.
- determine (any) required permits.
- use appropriate communication strategies and equipment.
- locate, interpret and apply relevant information.
- maintain workplace records and documentation.
- apply hierarchy of hazard control.

### (2) Pre-requisite Relationship of Units

- Nil



**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- relevant regulations and codes concerning the handling of dangerous goods and hazardous substances
- application of relevant aspects of ADG Code and relevant National Standards
- permit and licence requirements
- workplace procedures for handling and storing dangerous goods/hazardous substances
- risks when handling dangerous goods and hazardous substances and related precautions to control the risk
- equipment applications, capacities, configurations, safety hazards and control mechanisms
- housekeeping standards procedures required in the workplace
- basic reading
- material classification
- manual handling technique(s)/methods
- material identification, transportation and storage
- handling tools and equipment
- drawings, sketches, signage and instructions

Skill

The ability to:

- modify activities depending on differing workplace contexts, risk situations and environments
- read and comprehend simple statements in English
- identify containers and goods coding, IMDG markings and, where applicable, emergency information panels
- plan own work including predicting consequences and identifying improvements
- handling dangerous goods and hazardous substances

**(4) Resource Implications**

Access is required to opportunities to:

- participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to safely handle dangerous goods and hazardous substances, and/or
- safely handle dangerous goods and hazardous substances in an appropriate range of operational situations

**(5) Method of Assessment**

Assessment must show of the application of underpinning knowledge and skills in:

- assessing handling and storage precautions and requirements for dangerous goods/hazardous substances
- estimating weight and dimensions of load and any special requirements
- selecting appropriate equipment and work systems including personal protection equipment.
- identifying job and site hazards and planning work to minimise risks
- determining required permits
- using appropriate communication strategies and equipment
- locating, interpreting and applying relevant information
- maintaining workplace records and documentation
- identifying and safely handling equipment and goods
- applying hierarchy of risk control

Assessment must shows evidence of application of relevant workplace procedures including:

- dangerous goods code and other relevant regulations
- hazard prevention policies and procedures
- workplace procedures and work instructions concerning the manual shifting of loads
- issue resolution procedures
- job procedures and work instructions
- guidelines relating to the safe use of machinery and equipment
- quality assurance procedures (where existing)
- security procedures
- housekeeping processes
- environmental protection procedures
- action is taken promptly to report accidents and/or incidents in accordance with regulatory requirements and workplace procedures
- performance is demonstrated consistently over a period of time and in a suitable range of contexts
- work is completed systematically in accordance with safe operating procedures to minimise the risk of injury to self or others or damage to goods, equipment or products

**(6) Context of Assessment**

A Registered Training Organisation must undertake assessment of this unit

As a minimum, assessment of knowledge must be conducted through appropriate oral and/or written questioning.

Appropriate practical assessment must occur at the Registered Training Organisation, and/or in an appropriate work situation.

Evidence of competence may be obtained through a variety of methods including:

- observation
- oral questioning
- examination of assessee's portfolio/CV
- supporting statement from section engineer, supervisor or equivalent
- examples of related activities to which applicant has contributed, or worked on
- training courses on material related to range of variables and or knowledge requirement
- examples of authenticated assessments and/or assignments from formal education courses
- simulation

## CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 2	
Use technology	Level 2	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**BSBSBM0012A: Craft personal entrepreneurial strategy**

## Competency Descriptor:

This unit deals with the skills and knowledge required to craft an entrepreneurial strategy that fits with the attitudes, behaviours, management competencies and experience necessary for entrepreneurs to meet the requirements and demands of a specific opportunity.

## Competency Field:

Small Business Operations

**ELEMENT OF COMPETENCY PERFORMANCE CRITERIA**

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Demonstrate knowledge of the nature of entrepreneurship	1.1 Concepts associated with entrepreneurship are clearly defined. 1.2 Factors, which influence entrepreneurship in and outside of Jamaica, are correctly identified and explained. 1.3 The importance of entrepreneurship to economic development and employment is explained clearly. 1.4 The findings of research conducted on entrepreneurial ventures and successes in the Caribbean region are clearly presented in an appropriate format. 1.5 Differences between wage employment and entrepreneurial ventures are correctly stated.
2. Identify and assess entrepreneurial characteristics	2.1 Relevant research is carried out and required entrepreneurial characteristics identified. 2.2 Entrepreneurial characteristics identified are assessed and ranked. 2.3 An understanding of the process and discipline that enable an individual to evaluate and shape choices and to initiate effective action is correctly demonstrated. 2.4 Factors that will help an entrepreneur to manage the risk and uncertainties of the future, while maintaining a future orientated frame of mind, are identified.
3. Develop self-assessment profile	3.1 Self-assessment tools/methods to identify personal entrepreneurial potential are identified and properly used. 3.2 The ability to apply creativity, problem-solving techniques and principles to solve business related problems are demonstrated.

- 3.3 Feedback from others for the purpose of becoming aware of blind spots and for reinforcing or changing existing perceptions of strengths/ weaknesses is appropriately obtained.
- 4. Craft an entrepreneurial strategy
  - 4.1 A profile of the past that includes accomplishments and preferences in terms of life and work styles, coupled with a look into the future and an identification of what one would like to do is developed.
  - 4.2 Commitment, determination and perseverance; orientation towards goals; taking initiative and accepting personal responsibility; recognizing management competencies and identifying areas for development are determined.
  - 4.3 Written guidelines to obtain feedback that is solicited, honest, straightforward, and helpful but not all positive or negative are developed to facilitate reviews.
  - 4.4 Framework and process for setting goals which demand time, self-discipline, commitment, dedication and practice are developed.
  - 4.5 Goals established are specific and concrete, measurable, relate to time, realistic and attainable.
  - 4.6 Priorities, including identifying conflicts and trade-offs and how these may be resolved are established.
  - 4.7 Potential problems, obstacles and risks in meeting goals are identified.
  - 4.8 Specified action steps that are to be performed in order to accomplish goals are identified.
  - 4.9 The method by which results will be measured is indicated.
  - 4.10 Milestones for reviewing progress and tying these to specific dates on a calendar are established.
  - 4.11 Sources of help to obtain resources are identified.
  - 4.12 Evidence of the ability to review process and periodically revise goals is demonstrated.

## RANGE STATEMENT

At this stage of the entrepreneurial process the entrepreneur must be able to conduct a self-assessment profile, examine the frame work for self assessment, develop a personal entrepreneurial strategy, identify data to be collected in the self-assessment process and learn about receiving feedback and setting goals.

Concepts associated to include:

- risk
- entrepreneurship
- macro-screening
- micro-screening
- competition
- wage employment

The entrepreneur must be able to:

- understand the extreme complexity in predicting or aligning him/herself to specific careers in an environment of constant change
- determine the kind of entrepreneur he or she wants to become based on attitudes, behaviours, competencies, experience and how these fit with the requirements and demands for a specific opportunity
- evaluate thoroughly his or her attraction to entrepreneurship
- effectively develop personal plan
- utilize available information that will enhance his or her ability to achieve success

Influencing factors to include:

- market conditions
- markets – demand/supply
- global trends
- level of economic activities
- funding
- economic stability
- social stability
- resources availability

The entrepreneur may encounter setbacks if the planning process is not effectively pursued.

Pitfalls may include:

- proceeding without effective planning which may result in commitment to uncertainty
- personal plans fail for the same reasons as business plans including frustration if the plan appears not to be working immediately and the challenges of changing behaviour from an activity-oriented routine to one that is goal oriented
- developing plans that fail to anticipate obstacles, and those that lack progress commitment to a premature path with the desirability of flexibility can lead to disaster
- milestones and reviews

## EVIDENCE GUIDE

Competency is to be demonstrated when the entrepreneur is able to undertake a personal entrepreneurial assessment exercise to determine if he or she possesses the necessary credentials to be a successful entrepreneur. This stage of the entrepreneurial process is critical since experience has shown that the founder is one of the deciding forces if the venture is to succeed and prosper.

### (1) Critical Aspects of Evidence

The entrepreneur will be assessed by his/her action in developing an orchestrated plan in order to effectively pursue the business concept.

### (2) Pre-requisite Relationship of Units

- Nil

### (3) Underpinning Knowledge and Skills

#### Knowledge

Knowledge of:

- personal entrepreneurial profile systems
- effective management systems: marketing, operations/productions, finance, administration, law
- how to measure feedback
- the method of developing a personal plan
  - and a business plan
- understanding the difference between entrepreneurial culture and management culture

#### Skills

The ability to:

- determine barriers to entrepreneurship
- minimize exposure to risk
- exploit any available resource pool
- tailor reward systems to meet a particular situation
- effectively plan and execute activities
- use computer technology to undertake assessments

### (4) Resource Implications

The following resources should be made available:

Personal computer with access to the Internet and appropriate software that will enable one to conduct the necessary analysis using the Internet.



**(5) Method of Assessment**

A useful method of assessment is to determine if the venture can stand up to the test of critical evaluation.

**(6) Context of Assessment**

This stage of the entrepreneurial process is assessed when comparisons are made between actual outcomes and plans/projections.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1	Level 2	Level 3
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.