

40319 Apply industry knowledge to support production in a fibreboard packaging workplace

Kaupae Level	2
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is intended for people who are new to the fibreboard packaging industry or are new to assistant operator roles. They will be able to apply fibreboard packaging industry knowledge to entry level roles, including the use of industry terminology, knowledge of machinery, equipment, storage and/or warehousing systems used in the workplace.</p> <p>This skill standard aligns with the New Zealand Certificate in Fibreboard Packaging (Level 2) [Ref: 1818].</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Use terminology relevant to the fibreboard packaging industry.	a. Use industry terms relevant to the fibreboard packaging processes undertaken in the workplace.
	b. Use abbreviations for the fibreboard packaging processes undertaken in the workplace.
2. Explain the importance of confidentiality in the fibreboard packaging industry.	a. Explain the importance of maintaining client confidentiality.
	b. Explain the importance of maintaining confidentiality in terms of a fibreboard packaging business.
	c. Explain compliance with the Privacy Act 2020 in relation to confidentiality of information within a workplace.
3. Follow written instructions and complete forms in a fibreboard packaging workplace.	a. Follow job instruction sheets and associated written instructions.
	b. Complete forms used in the workplace.

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
4. Describe machinery, equipment and processes used for fibreboard packaging production.	a. Identify machinery and equipment used in the workplace for fibreboard packaging production.
	b. Describe the functions of machinery and equipment used in the workplace for fibreboard packaging production.
	c. Describe the workflow of fibreboard packaging processes used in the workplace.
5. Describe storage and/or warehousing systems used in a fibreboard packaging workplace.	a. Describe the functions of storage and handling systems used in the workplace.
	b. Describe the systems used in the workplace to record the movement of stock.
	c. Identify the types of material handling equipment used in the workplace.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Evidence presented for assessment against this skill standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

Definitions

Forms may include time sheets, order forms and requisition forms.

Workplace procedures refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer’s requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor’s instructions, and procedures to comply with legislative and local body requirements relevant to the fibreboard packaging industry.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

Machinery, equipment and processes

- Machinery and equipment such as corrugator, printer, flat bed ore platen die cutter, rotary die cutter, folder gluer, slotter, creaser, window patcher and tray forming machinery.
- Production processes such as pre-make ready, cut and crease, carton forme making and finishing.

Storage

- Storage systems such as reel store, board store, stereo store, die store, ink store, finished goods store, distribution store, hazardous goods store and inwards goods store.
- Handling systems such as racks, pallet jacks, cartons, buckets, trolleys, pallet containers, conveyors, forklifts and fork-hoists.
- Handling equipment such as conveyors, forklifts, fork-hoists and trolleys.

Rauemi | Resources

Legislation relevant to this skill standard includes but is not limited to:

- Hazardous Substances and New Organisms Act 1996
- Health and Safety at Work Act 2015
- Privacy Act 2020
- Resource Management Act 1991.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this skill standard will take precedence for assessment purposes, pending review of this skill standard. Legislation can be accessed at:

<https://www.legislation.govt.nz>.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Hanga-Aro-Rau Workforce Manufacturing, Engineering and Logistics Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Manufacturing > Fibreboard Packaging > Fibreboard Packaging Production
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0013

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	28 November 2024	N/A
Kōrero whakakapinga Replacement information	This skill standard replaced unit standard 27821.		
Rā arotake Planned review date	31 December 2029		

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council at qualifications@hangaarorau.nz if you wish to suggest changes to the content of this skill standard.