## **Unit of Competency**

## **Functional Area: Warehousing and Logistics**

This unit of competency is applicable to practitioners in the import and export industry to plan and design order picking and shipping process in warehouse operations.  Level 5  Credit 8 (for reference only)  Performance Requirement 1. Command order picking and shipping operations Examine order picking tour construction Examine order picking tour construction Collect relevant information and data in investigating order batch size, pick wave plannin picking tour construction, and shipping mode disposition  Compile customer order profiles including order mix distribution (e.g., family mix distribution, full/partial pallet mix distribution, full/broken cases distribution), lines per order distribution and line and cube per order distribution  2.2. Plan workflow and procedures for order picking and shipping Identify order picking approaches, e.g., discreet picking, batch picking, zone picking, wave picking  Make batching and processing decision to order picking Plan work requirements with appropriate equipment and documentation assembled  Design order picking and shipping process Identify and locate zones of the warehouse Select and stack appropriate pallet (or case) for orders to minimise stock damage and maximise stability if necessary Pick/select and consolidate products Locate products/pallets in dispatch areas Assemble products to meet customer orders and shipping schedules Consolidate, secure, arrange and place orders in storage zones in accordance with the schedule  The integrated outcome requirements of this unit of competency are: Capable of applying knowledge of order picking and shipping process Capable of pompiling customer order profile Capable of planning the order picking and shipping process Capable of planning the order picking and shipping process	Title	Plan and design order picking and shipping process in warehouse operations
and design order picking and shipping process in warehouse operations.  2. evel 5  2. dedit 8 (for reference only)  2. deference only)  2. Performance Requirement  3. Command order picking and shipping operations  4. Examine shipping process  2. desamine shipping process  2. desamine shipping process  2. desamine order picking tour construction  4. Examine shipping process  2. desamine order profiles  4. Collect relevant information and data in investigating order batch size, pick wave plannin picking tour construction, and shipping mode disposition  4. Compile customer order profiles including order mix distribution (e.g., family mix distribution, full/partial pallet mix distribution, full/broken cases distribution), lines per order distribution  4. 2. Plan workflow and procedures for order picking and shipping  4. Identify order picking approaches, e.g., discreet picking, batch picking, zone picking, wave picking  4. Make batching and processing decision to order picking  5. Plan work requirements with appropriate equipment and documentation assembled  3. Design order picking and shipping process  4. Identify and locate zones of the warehouse  5. Select and stack appropriate pallet (or case) for orders to minimise stock damage and maximise stability if necessary  4. Pick/select and consolidate products  5. Locate products/pallets in dispatch areas  6. Assemble products to meet customer orders and shipping schedules  6. Consolidate, secure, arrange and place orders in storage zones in accordance with the schedule  7. The integrated outcome requirements of this unit of competency are:  6. Capable of applying knowledge of order picking and shipping process  6. Capable of compiling customer order profile  7. Capable of designing warehouse operating procedure	Code	105312L5
Performance Requirement 1. Command order picking and shipping operations	Range	
Performance Requirement 1. Command order picking and shipping operations	Level	5
1. Command order picking and shipping operations	Credit	8 (for reference only)
Capable of applying knowledge of order picking and shipping process     Capable of compiling customer order profile     Capable of planning the order picking and shipping process     Capable of designing warehouse operating procedure	Competency	<ol> <li>Command order picking and shipping operations         <ul> <li>Examine order picking tour construction</li> <li>Examine shipping process</li> </ul> </li> <li>Compile customer order profiles         <ul> <li>Collect relevant information and data in investigating order batch size, pick wave planning, picking tour construction, and shipping mode disposition</li> <li>Compile customer order profiles including order mix distribution (e.g., family mix distribution, full/partial pallet mix distribution, full/broken cases distribution), lines per order distribution, and line and cube per order distribution</li> </ul> </li> <li>Plan workflow and procedures for order picking and shipping         <ul> <li>Identify order picking approaches, e.g., discreet picking, batch picking, zone picking, wave picking</li> <li>Make batching and processing decision to order picking</li> <li>Plan work requirements with appropriate equipment and documentation assembled</li> </ul> </li> <li>Design order picking and shipping process         <ul> <li>Identify and locate zones of the warehouse</li> <li>Select and stack appropriate pallet (or case) for orders to minimise stock damage and maximise stability if necessary</li> <li>Pick/select and consolidate products</li> <li>Locate products/pallets in dispatch areas</li> <li>Assemble products to meet customer orders and shipping schedules</li> <li>Consolidate, secure, arrange and place orders in storage zones in accordance with the</li> </ul> </li> </ol>
Remark	Assessment Criteria	<ul> <li>Capable of applying knowledge of order picking and shipping process</li> <li>Capable of compiling customer order profile</li> <li>Capable of planning the order picking and shipping process</li> </ul>
	Remark	