



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT4204B Schedule and coordinate load shifting

Release: 1

FPICOT4204B Schedule and coordinate load shifting

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to schedule and coordinate load shifting activities for a range of load shifting plant and equipment

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPICOT4204A Schedule and coordinate load shifting

Application of the Unit

Application of the unit

The unit involves scheduling and coordinating load shifting in a forest products factory setting

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for scheduling and coordination	1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i> , <i>legislative</i> and <i>organisational requirements</i> relevant to scheduling and coordinating load shifting are identified and followed 1.2. <i>Work order</i> is reviewed and clarified with <i>appropriate personnel</i> 1.3. Type of <i>load shifting equipment</i> to be <i>scheduled</i> and <i>coordinated</i> is assessed 1.4. Equipment is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer recommendations 1.5. Scheduling and coordination process is planned in line with site procedures 1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements
2. Schedule load shifting	2.1. Material handling requirements for loads are determined and <i>movement frequencies</i> are identified and followed 2.2. Variations in material handling requirements are assessed in line with site operations and despatch of products 2.3. Equipment operations for all sections of the organisation are assessed 2.4. Material handling schedules are altered to maintain optimal production and output
3. Coordinate load shifting	3.1. Shifting of load arrangements are made with designated personnel to maintain efficient use of load shifting equipment in line with OHS requirements 3.2. Safety of yard, production area or other operating area is maintained through assessment of unsafe conditions, unsafe acts and congested areas 3.3. Load movement is organised to limit multiple loads being moved at the same time in the same area 3.4. Difficult load shifting situations and incidents are resolved safely in line with operating procedures 3.5. Scheduling process and load shifting equipment faults are <i>recorded and reported</i>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Required skills

- Technical skills sufficient to use and maintain relevant tools, machinery and equipment; schedule and coordinate load shifting; assess movement frequencies
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others
- Literacy skills sufficient to record and report workplace information; maintain documentation
- Numeracy skills sufficient to measure, estimate and calculate time required to complete a task
- Problem solving skills sufficient to identify problems and equipment faults, and demonstrate appropriate response procedures

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for scheduling and coordinating load shifting
- Environmental protection requirements, including the safe disposal of waste material, the minimisation of carbon emissions, and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for scheduling and coordinating load shifting
- Environmental risks and hazards
- Using energy effectively and efficiently
- Applicable fall from heights regulations and compliance requirements
- Load shifting equipment and techniques
- Scheduling and coordinating methods
- Equipment allocation and personnel rostering
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their safe use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently schedule and coordinate load shifting in line with organisational requirements

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to scheduling and coordinating load shifting
- following organisational policies and procedures relevant to scheduling and coordinating load shifting
- scheduling and coordinating load shifting activities for the enterprise
- scheduling load shifting equipment or plant in line with production and output activities
- coordinating personnel to follow scheduling and to use load shifting equipment or plant

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package

EVIDENCE GUIDE

- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OHS requirements: are to be in line with applicable commonwealth,

RANGE STATEMENT

state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling including shifting, lifting and carrying
- legislation
- organisational policies and procedures
- workplace practices

Environmental requirements may include:

Legislative requirements:

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

Organisational requirements may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS, emergency and evacuation procedures

RANGE STATEMENT

- ethical standards
 - recording and reporting requirements
 - equipment use, maintenance and storage requirements
 - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Work order** is to include:
- instructions to designated personnel for equipment allocation and usage, location and intended activity

and may also include:

- instructions for the environmental monitoring of work and procedures
- environmental care requirements relevant to the work

Appropriate personnel may include:

- supervisors
- suppliers
- clients
- colleagues
- managers

Load shifting equipment may include:

- fork lifts
- loaders
- skid steer loaders
- dozers
- cranes
- truck-mounted loading cranes
- gantry cranes
- any other load shifting equipment or plant

Scheduling is to include:

- planned procedures for equipment and personnel to undertake activities that optimise production and output
- adjustments to this process when necessary

Coordinating

is the process of overseeing personnel to provide direction and instruction on activities and schedules

Communication may include:

- verbal and non-verbal language
- constructive feedback
- active listening
- questioning to clarify and confirm understanding

RANGE STATEMENT

- use of positive, confident and cooperative language
- use of language and concepts appropriate to individual social and cultural differences
- control of tone of voice

Movement frequencies

are the amount of times or loads a piece of plant or equipment performs one task

Records and reports may include:

- scheduling and coordination outcomes
- material movement
- despatch outcomes
- storage locations
- quality outcomes
- hazards
- incidents
- equipment malfunctions

and may be:

- manual
- a computer-based system
- other appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field

Common Technical