



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FPIFGM2209B Cut, sort and set cuttings**

**Release: 1**

## **FPIFGM2209B Cut, sort and set cuttings**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to cut, sort and set cuttings. The unit includes preparing cuttings and the growing environment

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 FPIFGM2209A Cut, sort and set cuttings

### **Application of the Unit**

#### **Application of the unit**

The unit involves cutting, sorting and setting cuttings in a variety of work settings, including:

- farms
- agriculture
- workshop
- domestic
- nurseries
- local councils

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 cuttings	<p>1.1. Applicable <b><i>occupational health and safety</i></b> (OHS), <b><i>environmental, legislative</i></b> and <b><i>organisational requirements</i></b> relevant to cutting, sorting and setting cuttings are identified and followed</p> <p>1.2. Site <b><i>environmental protection measures</i></b> are identified and adhered to in line with relevant legislation and regulations</p> <p>1.3. <b><i>Work order</i></b> is reviewed and checked as required with <b><i>appropriate personnel</i></b></p> <p>1.4. Parent plant is prepared and suitable method applied to take cutting appropriate to the species</p> <p>1.5. <b><i>Communication</i></b> with others is established and maintained in line with OHS requirements</p>
2. Sort and select cuttings	<p>2.1. Work area is cleared and cleaned to eliminate contamination in line with hygiene practices, and organisational and environmental requirements</p> <p>2.2. Cuttings are visually assessed and selected for propagation in line with work order requirements</p> <p>2.3. Correct <b><i>conditioning and storage</i></b> procedures appropriate to species requirements are identified and followed to maintain maximum viability of cuttings</p> <p>2.4. Discarded cutting material is <b><i>disposed of</i></b> in line with workplace waste disposal guidelines, and organisational and environmental requirements</p>
3. Prepare growing site	<p>3.1. <b><i>Growing environment</i></b> and <b><i>weed retardants</i></b> are prepared and applied in line with work order, and organisational and environmental requirements</p> <p>3.2. <b><i>Equipment</i></b> appropriate to work requirements is selected and checked for operational effectiveness in line with manufacturer recommendations</p> <p>3.3. <b><i>Remedial action</i></b> is taken as required to control pests and diseases in line with specified planting program and environmental requirements</p> <p>3.4. Outcomes from cutting, sorting and setting cuttings are <b><i>recorded and reported</i></b> to the appropriate personnel</p>

## 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 review and identify work requirements; use and maintain relevant tools, machinery and equipment; prepare and maintain a clean and hygienic work environment; apply correct preparation methods; recognise common diseases, pests and nutritional deficiencies
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others, including landholders, and internal and external bodies and groups
- Literacy skills sufficient to read and interpret information from tables and charts; locate, record and report information
- Numeracy skills sufficient to measure, estimate and calculate time required to complete a task; calculate space required for successful propagation
- Problem solving skills sufficient to identify problems and equipment faults; demonstrate appropriate response procedures

### Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards and codes of practice relevant to the full range of processes for cutting, sorting and setting cuttings
- Environmental protection requirements, including the safe disposal of waste material and the safe use and storage of chemicals
- Organisational and site standards, requirements, policies and procedures for cutting, sorting and setting cuttings
- Environmental risks and hazards
- Types and species of cuttings
- Media mixing, conditioning and storage procedures
- Growing environments and weed retardants that are suitable to plant and cutting species
- Pre-planting treatments, water and nutrients that are suitable to plant and cutting species
- 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 prepare cuttings and growth site, and sort and set correct cuttings by following specific guidelines, criteria and procedures

### 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:

- follow applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to cutting, sorting and setting cuttings
- follow organisational policies and procedures relevant to cutting, sorting and setting cuttings
- using appropriate tools and equipment and maintaining a hygienic work environment
- efficiently and hygienically selecting, sorting and storing cuttings

### 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
- Assessment methods must confirm consistency and

## EVIDENCE GUIDE

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, state or territory legislation and regulations, and

## RANGE STATEMENT

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

### **Environmental protection measures** may include:

- ethical standards
- recording and reporting requirements
- equipment use, maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- ground growth
- canopy
- general forest lean
- wind speed and direction
- fallen trees
- density of trees
- ground slope
- soil and water protection
- ground hazards and obstacles
- contingencies for modifying operations during wet or other adverse weather conditions
- hygiene of the area
- relevant commonwealth, state or territory, and local legislation and regulations

### **Work order** may include:

- plant species
- required safety clothing and equipment
- quality standard
- stock
- required height
- species characteristics and requirements
- nutrients
- watering quantities and method
- growing environment
- weed retardants
- cutting selection methodology
- written instructions
- diagrams
- instructions for the environmental monitoring of work and procedures
- environmental care requirements relevant to the work

### **Appropriate personnel** may include:

- supervisors
- clients
- colleagues

## RANGE STATEMENT

<b>Communication</b> may include:	<ul style="list-style-type: none"> <li>• line management</li> <li>• verbal and non-verbal language</li> <li>• constructive feedback</li> <li>• active listening</li> <li>• questioning to clarify and confirm understanding</li> <li>• use of positive, confident and cooperative language</li> <li>• use of language and concepts appropriate to individual social and cultural differences</li> <li>• control of tone of voice</li> </ul>
<b>Conditioning and storage</b>	are in line with required species to allow for maximum viability
<b>Disposing of</b> may include:	<ul style="list-style-type: none"> <li>• recycling discarded cutting material</li> <li>• re-using discarded cutting material</li> </ul>
<b>Growing environment</b> may include:	<ul style="list-style-type: none"> <li>• heat</li> <li>• light</li> <li>• humidity</li> <li>• wind</li> <li>• sun</li> <li>• moisture</li> <li>• topography</li> <li>• rainfall</li> </ul>
<b>Weed retardants</b> may include:	<ul style="list-style-type: none"> <li>• weed-mat</li> <li>• slatted benches</li> <li>• chemical solutions</li> </ul>
<b>Equipment</b> may include:	<ul style="list-style-type: none"> <li>• motorised or electrically-powered automated systems</li> <li>• manually-operated equipment and tools</li> </ul>
<b>Remedial action</b> may include:	<ul style="list-style-type: none"> <li>• removal of infected material</li> <li>• treatment of growing site with chemicals</li> </ul>
<b>Records and reports</b> may include:	<ul style="list-style-type: none"> <li>• tally sheets</li> <li>• quality sheets and forms</li> <li>• production sheets and downtime sheets</li> </ul>
	relate to:
	<ul style="list-style-type: none"> <li>• production details</li> <li>• maintenance details</li> <li>• breakdowns or equipment faults</li> <li>• computer problems</li> </ul>

**RANGE STATEMENT**

- interruptions to production

and may be:

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

**Unit Sector(s)**

Not Applicable

**Competency field**

**Competency field**                      Forest Growing and Management