



Australian Government

Department of Education, Employment and Workplace Relations

FPIFGM3207B Coordinate stem improvement

Release: 1

FPIFGM3207B Coordinate stem improvement

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to plan, implement and monitor the development of preferred stem shape or number of branches, using techniques such as pruning and pest control

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 FPIFGM3207A Coordinate stem improvement

Application of the Unit

Application of the unit

The unit involves coordinating stem improvement in a forest environment 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. Plan stem improvements	<p>1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to coordinating <i>stem improvement</i> are identified and followed</p> <p>1.2. Site <i>environmental requirements</i> are identified and followed</p> <p>1.3. Relevant <i>information</i> is obtained, reviewed and analysed for impact on stem improvement planning</p> <p>1.4. <i>Methods</i> of intervention are identified and selected in line with required product</p> <p>1.5. Measurable performance indicators, specifications and targets are determined and documented</p> <p>1.6. Required <i>approvals</i> are identified, sought and obtained from relevant authorities</p> <p>1.7. Stem improvement <i>plan</i> and its performance indicators are clearly documented and communicated to <i>appropriate personnel</i></p>
2. Implement and monitor stem improvement	<p>2.1. Resources required for stem improvement activities are coordinated and scheduled, and required <i>documentation</i> is completed clearly and accurately</p> <p>2.2. Schedule for the site is organised and relevant <i>individuals, bodies and groups</i> are consulted as required using appropriate interpersonal techniques</p> <p>2.3. Stem improvement plan is implemented and monitored to ensure stem health and growth are maintained</p> <p>2.4. Systematic <i>checks</i> are carried out to ensure compliance requirements relevant to stem improvement activities are adhered to</p> <p>2.5. Adjustments to stem improvement activities are made as required and communicated to appropriate personnel</p> <p>2.6. Potential and existing risks and <i>hazards</i> in the work area are identified and controlled</p> <p>2.7. <i>Communication</i> with others is established and maintained in line with OHS requirements</p> <p>2.8. <i>Limitations</i> are identified and assistance is sought as required in line with workplace procedures</p>
3. Review stem improvement	<p>3.1. Data and documentation from stem improvement are assessed and evaluated to confirm techniques, methodologies and budgets are in line with the plan</p>

ELEMENT**PERFORMANCE CRITERIA**

- 3.2. Issues and impediments to stem improvement activities and program costs are identified and documented
- 3.3. Cost benefit analysis is prepared and recommendations are made, based on the analysis of data and identified issues
- 3.4. Results of stem improvement are clearly communicated and disseminated to appropriate personnel
- 3.5. Stem improvement processes are ***recorded and reported*** to appropriate personnel

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; supervise operational staff and contractors to achieve specific outcomes; recognise common diseases, pests and nutritional deficiencies; schedule forest operations; prune target species appropriately
- Communication skills sufficient to use appropriate communication and interpersonal techniques and methods with colleagues and others; present information orally and in writing to a wide range of individuals and groups
- Literacy skills sufficient to record and report workplace information; maintain documentation; interpret, assess and extract critical information from sources; collate and assess information against specified criteria; interpret and act on written information, including maps, plans, reports and numerical data
- Numeracy skills sufficient to evaluate numerical and financial data
- Problem solving skills sufficient to identify problems and equipment faults; 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 coordinating stem improvement
- 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

REQUIRED SKILLS AND KNOWLEDGE

coordinating stem improvement

- Environmental risks and hazards
- Pruning techniques for target species
- Recognition and identification of a range of species
- Plant identification sources
- 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 plan and supervise the implementation of stem improvement activities within applicable environmental, legislative and organisational guidelines

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 coordinating stem improvement
- following organisational policies and procedures relevant to coordinating stem improvement
- identifying measurable performance indicators, specifications and targets and developing a stem improvement plan within specified budgetary guidelines
- identifying and recommending methods and strategies to manage stem quality and growth
- monitoring stem improvement operation, ensuring relevant legal, OHS and environmental requirements are followed
- documenting results from stem improvement activities and preparing a report for dissemination to relevant personnel

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

EVIDENCE GUIDE

Method of assessment

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

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 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

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices

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

- legal

RANGE STATEMENT

may include:

- 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
- ethical standards
- recording and reporting requirements
- equipment use, maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

Stem improvement

may be used to encourage tree growth to suit marketing requirements

Environmental requirements
may include:

- hygiene of the area
- relevant commonwealth, state or territory and local legislation and regulations

Information may include:

- organisational strategic and tending plans
- appropriate regulations

Methods may include:

- pruning using mechanical or hand tools
- using chemicals or biological agents
- recycling pruned material
- disposing of pruned material that cannot be recycled due to chemicals or biological agents used

Approvals

may be required where:

- use of chemicals or biological agents is intended
- browsing control techniques may impact on neighbouring properties

Plan may detail:

- organisational terminology
- guidelines and budgets
- policies and timelines
- internal memos
- resources (people, material and equipment)
- tools (chainsaws)

Appropriate personnel may

- operational personnel

RANGE STATEMENT

include:

- colleagues
- clients
- line management
- external authorities
- agencies

Documentation

may be required where:

- there is use of chemical or biological agents
- operation is to be contracted out

Individuals, bodies and groups

may include:

- contractors
- clients
- peers
- local, federal, state or territory government agencies/bodies

Checks may include:

ensuring:

- relevant organisational OHS procedures, practices, policies and precautions are observed and followed
- site environmental requirements follow relevant commonwealth, state or territory and local legislation and regulations
- performance indicators, targets and specifications are met
- quantity, cost and provenances collected are in line with plan specifications
- required organisational documentation is completed clearly and accurately

Hazards may include:

- use of machinery
- use of chemicals or biological agents
- adverse weather conditions
- adverse terrain conditions

Communication may include:

- verbal and non-verbal language
- constructive feedback
- active listening
- questioning to clarify and confirm understanding
- use of positive, confident and cooperative language
- use of language and concepts appropriate to individual social and cultural differences
- control of tone of voice

RANGE STATEMENT

Limitations may relate to:

- job role and responsibilities
- own competency level
- industry requirements
- own understanding of risk identification processes
- own interpretation of legislation, regulations and procedures
- OHS and environmental requirements
- difficulties or issues faced
- results
- costs
- data analysis
- recommendations for future work

Records and reports may include:

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