



Australian Government

**Assessment Requirements for
FWPCOT4219 Manage people practices in
a forestry contractor business**

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 7.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has reviewed and identified improvements to two aspects of the people practices for one forestry contractor business selected from:

- employment policies and procedures
- creating a fair and just organisational culture
- succession planning for key roles
- recruitment, onboarding, development, retention and separation policies and procedures
- managing team performance
- change management.

In undertaking this activity, the individual has:

- checked that the forestry contractor business complies with relevant legislative requirements
- reviewed the relevant policy and procedures of the forestry contractor business
- benchmarked the people practices of the forestry contractor business
- identified options for improving the efficiency and effectiveness of existing people practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- employment law:
 - sources of employment law
 - role of key regulatory institutions
 - key provisions of the Fair Work Act 2009 (Cth) and relevance to forestry contractor businesses

- ways of determining pay and conditions of work for employees in a forestry contractor business as defined in employment agreements, awards and legislation
- legislative requirements related to employee separation and termination
- legislative requirements related to workplace discrimination and bullying and harassment
- consequences of non-compliance with Australian employment law
- sources of advice and ways of maintaining ongoing compliance with Australian employment law
- fair and just culture:
 - role of values, beliefs and behaviours in shaping fair and just organisational culture
 - strategies for creating a fair and just organisational culture in a forestry contractor business
 - responsibilities of business owners, managers and employees in creating and maintaining a fair and just organisational culture
 - techniques and tools for making fair and just decisions regarding employee behaviour
- employee lifecycle:
 - stages in employee lifecycle in forestry contractor business – attraction, recruitment, onboarding, development, retention, separation
 - reasons for and approaches to implementing each stage of the employee lifecycle
 - sources of advice on managing employee lifecycle in a forestry contractor business
- leadership and management of forestry contractor businesses:
 - features of effective leadership and management
 - ways of modelling high standards of performance and ethical behaviour
 - communication methods, communication barriers and strategies to improve workplace communication
 - qualities of effective teams and approaches to managing and monitoring individual and team performance
 - reasons for and approaches to giving and receiving feedback from employees
 - effective ways of planning, implementing and monitoring change.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a forest work environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - information on the people practices of a forestry contractor company
 - online access to reference materials related to the people practices of forestry contractor businesses
- specifications:

- commonwealth and state legislation and regulations, codes of practice and industry guidelines relevant to the people practices of forest contractors.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>