



**Australian Government**

# **FWPCOT4219 Manage people practices in a forestry contractor business**

**Release: 1**

# FWPCOT4219 Manage people practices in a forestry contractor business

## Modification History

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

## Application

This unit of competency describes the skills and knowledge required to manage people practices in a forestry contractor business, including complying with legislative employment requirements, applying the principles of a fair, just and leadership culture, and managing the employee lifecycle.

The unit applies to individuals who manage and operate forestry contractor businesses.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil

## Unit Sector

Common Technical (COT)

## Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1.1 Assess business compliance with requirements of Australian employment law	1.1 Identify the sources of employment law and the role of key regulatory institutions 1.2 Identify the relevance of key provisions of the Fair Work Act 2009 (Cth) to forestry contractor businesses 1.3 Outline key features of and difference between employment contracts, awards and registered agreements

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	<p>1.4 Identify pay and conditions of work for employees in a forestry contractor business, and check for compliance with relevant employment agreements, awards and legislation</p> <p>1.5 Review policies, procedures and supporting documentation for all forms of employee, engagement, separation and termination of a forestry contractor business for compliance with legislative requirements</p> <p>1.6 Review policies, procedures and supporting documentation relating to workplace discrimination and bullying and harassment of a forestry contractor business for compliance with legislative requirements</p> <p>1.7 Identify potential consequences of non-compliance with Australian employment law</p> <p>1.8 Identify sources of advice and ways of maintaining ongoing compliance with Australian employment law</p>
2. Create a fair and just culture in a forestry contractor business	<p>2.1 Identify values, beliefs and behaviours and role they play in shaping organisational culture of business</p> <p>2.2 Identify key features and principles of fair and just organisational culture</p> <p>2.3 Assess strategies for creating fair and just organisational culture in forestry contractor business</p> <p>2.4 Identify responsibilities of business owners, managers and employees in creating and maintaining fair and just organisational culture</p> <p>2.5 Apply principles of fair and just culture in making decisions when employees have acted in ways that are inconsistent with values and policies of forestry contractor business</p> <p>2.1 Identify values, beliefs and behaviours and role they play in shaping organisational culture of business</p> <p>2.2 Identify key features and principles of fair and just organisational culture</p> <p>2.3 Assess strategies for creating fair and just organisational culture in forestry contractor business</p> <p>2.4 Identify responsibilities of business owners, managers and employees in creating and maintaining fair and just organisational culture</p> <p>2.5 Apply principles of fair and just culture in making decisions when</p>

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	employees have acted in ways that are inconsistent with values and policies of forestry contractor business
3. Manage employee lifecycle in a forestry contractor business	<p>3.1 Identify key stages of employee lifecycle in a forestry contractor business</p> <p>3.2 Establish succession plan for key roles in a forestry contractor business</p> <p>3.3 Review recruitment and onboarding policies, procedures and supporting documentation of forestry contractor business, and assess options for improving efficiency and effectiveness of existing processes</p> <p>3.4 Review staff training and development policies, procedures and supporting documentation of forestry contractor business, and assess options for improving the efficiency and effectiveness of existing processes</p> <p>3.5 Review staff retention policies, procedures and supporting documentation of forestry contractor business, and assess options for improving the efficiency and effectiveness of existing processes</p> <p>3.6 Review staff separation policies, procedures and supporting documentation of forestry contractor business, and assess options for improving the efficiency and effectiveness of existing processes</p> <p>3.7 Identify sources of advice on managing employee lifecycle in forestry contractor business</p>
4. Provide leadership and management in a forestry contractor business	<p>4.1 Model high standards of performance and ethical behaviour in operating forestry contractor business</p> <p>4.2 Provide leadership, direction and guidance to staff members of forestry contractor business</p> <p>4.3 Manage and monitor team performance in forestry contractor business</p> <p>4.4 Review performance management policies, procedures and supporting documentation of forestry contractor business, and assess options for improving efficiency and effectiveness of existing processes</p> <p>4.5 Plan, implement and monitor change management strategies associated with employee lifecycle within a forestry contractor business</p> <p>4.6 Identify sources of advice on leading and managing forestry</p>

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	contractor business

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Read complex texts and industry materials in print and electronic form to gather information related to people practices in forestry contractor businesses</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Prepare complex written documents, including policy and procedures, for forestry contractor businesses</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Ask and respond to questions to clarify information and represent viewpoints to others on routine and non-routine matters related to the people practices of forestry contractor businesses</li> <li>Use appropriate technical language to describe activities in the forest and wood products industry</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Interpret complex numerical and graphical information related to planning and reviewing people practices of forestry contractor businesses</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FWPCOT4219 Manage people practices in a forestry contractor business	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

## **Links**

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