

FPP01
Pulp & Paper Manufacturing
Industry Training Package
Version 1.1 Release Date February 2010

Volume I of II

**Introduction, Assessment
Guidelines and Qualifications**

This volume of the Pulp & Paper Manufacturing Industry Training Package contains only the endorsed components of the Training Package. This volume of the Training Package must not be used in isolation and must be used in the context of the other volume of the Training Package.

The other volumes of the Training Package are:

Volume II FPP01 Pulp & Paper Manufacturing Industry Units of Competency and Imported Units of Competency



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Preliminary Information

Important Note to Users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

Check the version number before commencing training or assessment

This Training Package is Version 1.1 – check whether this is the latest version by going to the National Training Information Service (www.ntis.gov.au) and locating information about the Training Package. Alternatively, contact ForestWorks Industry Skills Council at <http://www.forestworks.com.au> to confirm the latest version number.

Explanation of version number conventions

The primary release Training Package is Version 1. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, and is Version 1. Do not confuse the version number with the Training Package's national code (which remains the same during its period of endorsement).

Explanation of the review date

The review date (shown on the title page and in the footer of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Endorsed Training Packages and their components remain current until they are reviewed or replaced.

Version Modification History

Version	Release Date	Comments
1.1	February 2010	<p>Update of imported units: These updates are reflected in the imported units list and each of the 9 qualifications. Refer to Mapping to Previous Training Package document.</p> <p>Deletion of imported units due to no equivalence:</p> <ul style="list-style-type: none"> • BSZ408A Review training • MEM18.14AA Tool, gauge and die manufacture • PMLTEST302A Calibrate testing equipment and assist with its maintenance • UTWNWS160A Monitor and operate groundwater source systems • UTWNWS180A Monitor and operate water supply and distribution systems • UTWNWS410A Construct and/or maintain irrigation and/or domestic and stock supply system assets • UTWNWS620A Monitor and operate waste water treatment processes <p>Changes to qualifications: Correction of typographical errors in unit titles to align with titles used in the full unit listing.</p> <p>Employability Skills Qualification Summaries added to all qualifications.</p>

Summary of AQF Qualification in this Training Package

Code	Qualification Title	AQF Level
FPP10101	Certificate I in Pulp and Paper Manufacturing	1
FPP20101	Certificate II in Pulp and Paper Manufacturing	2
FPP20201	Certificate II in Pulp and Paper Services	2
FPP20301	Certificate II in Pulp and Paper Manufacturing (General)	2
FPP30101	Certificate III in Pulp and Paper Manufacturing	3
FPP30201	Certificate III in Pulp and Paper Services	3
FPP40101	Certificate IV in Pulp and Paper Manufacturing	4
FPP40201	Certificate IV in Pulp and Paper Services	4
FPP50101	Diploma in Pulp and Paper Industry Operations	5

Mapping to Previous Training Package

BSB07 Business Services Training Package		
Updated unit code and title	Previous FPP01 Imported unit	Relationship to FPP01 unit
BSBADM101A Use business equipment and resources	BSATEC101B Operate a range of office equipment to complete routine tasks	Unit updated and equivalent
BSBCUS301A Deliver and monitor a service to customers	BSXFMI307A Manage quality customer service	Unit updated and equivalent
BSBCUS401A Coordinate implementation of customer service strategies	BSXFMI407A Manage quality customer services	Unit updated and equivalent - minor change
BSBCUS501A Manage quality customer service	BSXFMI507A Manage quality customer service	Unit updated and equivalent
BSBCMN311B Maintain workplace safety	BSXFMI308A Develop and maintain a safe workplace and environment	Unit updated and equivalent
BSBFLM303C Contribute to effective workplace relationships	BSXFMI303A Establish and manage effective workplace relationships	Unit updated and equivalent
BSBFLM305C Support operational plan	BSXFMI305A Manage operations to achieve planned outcomes	Unit updated and equivalent
BSBFLM306C Provide workplace information and resourcing plans	BSXFMI306A Manage workplace information	Unit updated and equivalent
BSBFLM309C Support continuous improvement systems and processes	BSXFMI309A Implement and monitor continuous improvements to systems and processes	Unit updated and equivalent
BSBFLM311C Support a workplace learning environment	BSXFMI311A Contribute to the development of a workplace learning environment	Unit updated and equivalent
BSBFLM312B Contribute to team effectiveness	BSXFMI302A Provide leadership in the workplace and BSXFMI304A Participate in, lead and facilitate work teams	Unit collapsed, updated and equivalent
BSBINN301A Promote innovation in a team environment	BSXFMI310A Facilitate and capitalise on change and innovation and BSXFMI410A Facilitate and capitalise on change and	Contents covered in BSBINN301A

	innovation	
BSBINN502A Build and sustain an innovative work environment	BSXFMI510A Facilitate and capitalise on change and innovation	Deleted as covered by a new unit BSBINN502A
BSBINM401A Implement workplace information system	BSXFMI406A Manage workplace information	Unit updated and equivalent - minor change
BSBINM501A Manage an information or knowledge management system	BSXFMI506A Manage workplace information	Unit updated and equivalent to - minor change
BSBLED401A Develop teams and individuals	BSXFMI411A Contribute to the development of a workplace learning environment	Unit updated and equivalent
BSBLED501A Develop a workplace learning environment	BSXFMI511A Contribute to the development of a workplace learning environment	Unit updated and equivalent
BSBMGT402A Implement operational plan	BSXFMI405A Manage operations to achieve planned outcomes	Unit updated and equivalent - minor change
BSBMGT403A Implement continuous improvement	BSXFMI409A Implement and monitor continuous improvements to systems and processes	Unit updated and equivalent - minor change
BSBMGT502B Manage people performance	BSXFMI503A Establish and manage effective workplace relationships	Deleted as covered by BSBMGT502B
BSBMGT515A Manage operational plan	BSXFMI505A Manage operations to achieve planned outcomes	Unit updated and equivalent - minor change
BSBMGT516A Facilitate continuous improvement	BSXFMI509A Implement and monitor continuous improvements to systems and processes	Unit updated and equivalent - minor change
BSBOHS407A Monitor a safe workplace	BSXFMI408A Develop and maintain a safe workplace and environment	Unit updated and equivalent - minor change
BSBOHS509A Ensure a safe workplace	BSXFMI508A Develop and maintain a safe workplace and environment	Unit updated and equivalent
BSBWOR202A Organise and complete daily work activities	BSAENT101B Apply knowledge of enterprise to complete routine administrative task	Unit updated and equivalent - minor change
BSBWOR301A Organise personal work	BSXFMI301A Manage personal work priorities and professional development and	Unit updated and equivalent - minor

priorities and development	BSXFMI401A Manage personal work priorities and professional development	change
BSBWOR401A Establish effective workplace relationships	BSXFMI403A Establish and manage effective relationships	Unit updated and equivalent - minor change
BSBWOR402A Promote team effectiveness	BSXFMI402A Provide leadership in the workplace and BSXFMI404A Participate in, lead and facilitate work teams	Unit updated and equivalent - minor change
BSBWOR501A Manage personal work priorities and professional development	BSXFMI501A Manage personal work priorities and professional development	Unit updated and equivalent - minor change
BSBWOR502A Ensure team effectiveness	BSXFMI502A Provide leadership in the workplace and BSXFMI504A Participate in, lead and facilitate work teams	Unit updated and equivalent
TAA04 Training and Assessment Training Package		
TAAASS401C Plan and organise assessment	BSZ401A Plan assessment	RPL added to Elements, Performance Criteria and Range Statement. Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
TAAASS402C Assess competence	BSZ402A Conduct assessment	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
TAAASS403B Develop assessment tools	BSZ506A Develop assessment procedures and BSZ507A Develop assessment tools	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
TAAASS404B Participate in assessment validation	BSZ403A Review assessment	Employability Skills (ES) mandatory statement inserted; Key Competencies

		information removed. Code changed to reflect mandatory ES changes.
TAACMQ501B Develop training and/or assessment organisational policies and procedures	BSZ502A Design and establish the training system <i>and</i> BSZ503A Design and establish the assessment system <i>and</i> BSZ504A Manage the training and assessment system	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
TAACMQ503B Lead and conduct training and/or assessment evaluations	BSZ505A Evaluate the training and assessment system	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
TAADEL301C Provide training through instruction and demonstration of work skills	BSZ404A Train small groups	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
TAADEL401B Plan and organise group-based delivery	BSZ406A Plan a series of training sessions	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
TAADEL402B Facilitate group-based learning	BSZ407A Deliver training sessions	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
TAADES402B Design and develop learning programs	BSZ405A Plan and promote a training program	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
TAADES501B Design and develop learning strategies	BSZ508A Design training courses	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
TAATAS501B Undertake organisational training	BSZ501A Analyse competency requirements	Employability Skills (ES) mandatory

needs analysis		statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes.
MEM05 Metal and Engineering Training Package		
MEM18004B Maintain and overhaul mechanical equipment	MEM18.4AA Maintain and overhaul mechanical equipment	No change. Equivalent unit.
MEM18010C Perform equipment condition monitoring and recording	MEM18.10AA Equipment condition monitoring and recording	No change. Equivalent unit.
MEM18011C Shut down and isolate machines/equipment	MEM18.11AA Shut down/isolate machines/equipment	No change. Equivalent unit.
MEM18012B Perform installation and removal of mechanical seals	MEM18.12AA Mechanical seals – installation and removal	No change. Equivalent unit.
MEM18013B Perform gland packing	MEM18.13AA Gland packing	No change. Equivalent unit.
MEM18018C Maintain pneumatic system components	MEM18.18AA Maintain pneumatic system components	No change. Equivalent unit.
MEM18020B Maintain hydraulic system components	MEM18.20AA Maintain hydraulic system components	No change. Equivalent unit.
MEM18045B Fault find/repair electrical equipment/components up to 250 volts single phase supply	MEM18.45AA Fault find/repair electrical equipment/components up to 250 volts single phase supply	No change. Equivalent unit.
MEM18055B Dismantle repair and assemble engineering components	MEM18.55AA Dismantle repair and assemble engineering components	No change. Equivalent unit.
PML04 Laboratory Operations Training Package		
PMLSAMP400B Obtain representative samples in accordance with sampling plan	PMLSAMP400A Obtain representative samples in accordance with sampling plan	Equivalent.
PMLTEST300B Perform basic tests	PMLTEST300A Perform basic tests	Equivalent.
PMLTEST303B Prepare working solutions	PMLTEST303A Prepare working solutions	Equivalent.
CPP07 Property Services Training Package		
CPPSEC2015A Patrol premises	PRSSG01A Maintain the security of premises and	Unit updated and equivalent to

	property	PRSS0216A
CPPSEC2011A Control access to and exit from premises	PRSSGO2A Control access to and exit from premises	Unit updated and equivalent to PRSS0210A
CPPSEC3007A Maintain security of environment	PRSSG03A Maintain safety of premises and personnel	Unit updated and equivalent to PRSSG03A
TLI07 Transport & Logistics Training Package		
TLIA1207C Pick and process orders	TDTA1297A Pick and process orders	Unit updated and equivalent to TDTA1297B
TLIA1607C Organise despatch operations	TDTA1697A Use inventory systems to organise stock control	Unit updated and equivalent to TDTA1697B
TLIA2107C Despatch stock	TDTA2197A Despatch stock	Unit updated and equivalent to TDTA2197A
TLIA2207C Participate in stocktakes	TDTA2297A Participate in stocktakes	Unit updated and equivalent to TDTA2297A
TLIL1907C Implement and monitor transport logistics	TDTL1998A Implement and monitor transport logistics	Unit updated and equivalent to TDTL1998A
NWP07 Water Training Package		
NWP213B Monitor and operate irrigation and domestic delivery systems	UTWNWS150A Monitor and operate surface water systems	Changes to unit title, more detailed performance criteria, addition of range statement and expansion of evidence guide to include specific work demonstration. Equivalent
NWP232B Operate water reticulation and distribution system NWP233B Construct and install distribution assets NWP234B Locate, identify and protect utility services	UTWNWS360A Monitor and operate waste water collection and transfer systems	Unit split. Changes to unit title, more detailed performance criteria, addition of range statement and expansion of evidence guide to include specific work demonstration. Equivalent
NWP250B Construct and install wastewater pipelines	UTWNWS370A Construct and/or maintain waste water collection and transfer assets	Changes to unit title, more detailed performance criteria, addition of range statement and expansion of evidence guide to include specific work

		demonstration. Equivalent
NWP251B Construct open earthen channels or drains NWP252B Construct and install irrigation delivery and stormwater drainage assets	UTWNWS390A Construct and/or maintain drainage assets	Unit split. Changes to unit title, more detailed performance criteria, addition of range statement and expansion of evidence guide to include specific work demonstration. Equivalent
NWP335B Monitor and control maintenance of wastewater collection and transfer assets NWP311B Monitor and operate wastewater collection and transfer systems	UTWNWS420A Monitor and co-ordinate waste water collection and transfer systems	Unit split. Changes to unit title, more detailed performance criteria, addition of range statement and expansion of evidence guide to include specific work demonstration. Equivalent
NWP338B Perform odour and infiltration investigations NWP333B Monitor and control rural water distribution operations	UTWNWS440A Monitor and co-ordinate irrigation and/or domestic and stock supply systems	Unit split. Changes to unit title, more detailed performance criteria, addition of range statement and expansion of evidence guide to include specific work demonstration. Equivalent

Summary of Units of Competency

Code	Title	Prerequisite
FPPAID1A	Apply basic first aid techniques	Nil
FPPAID2A	Administer first aid procedures	Nil
FPPCOM1A	Use basic workplace communication	Nil
FPPCOM2A	Present verbal and written workplace information	Nil
FPPCOM3A	Use advanced workplace communication	Nil
FPPCOM4A	Engage in complex workplace communication	Nil
FPPCSK1A	Access and modify computer records and documents	Nil
FPPCSK2B	Operate a process control computer system	Nil
FPPDEO1B	Prepare and start-up dry end operations	Nil
FPPDEO3A	Monitor and control dry end operations	Nil
FPPDEO4A	Troubleshoot and rectify dry end systems	Nil
FPPDEO5A	Co-ordinate and implement dry end shutdown	Nil
FPPEGP2A	Monitor and control power generation system	Nil
FPPEME1A	Prepare equipment for an emergency response	Nil
FPPEME2B	Respond to an emergency situation	Nil
FPPENV1A	Identify and monitor environmental discharge/emissions	Nil
FPPENV2A	Monitor and control environmental hazards	Nil
FPPEPG1A	Manage a power generation system	Nil
FPPEPG3A	Co-ordinate power generation system shutdown	Nil
FPPEPG4A	Conduct a technical inspection of power generation plant and	Nil
FPPEPG5A	Troubleshoot and rectify power generation system	Nil
FPPFC03B	Pack product	Nil
FPPFCO1A	Prepare finishing/converting systems for production	Nil
FPPFCO2A	Monitor and control finishing/converting systems operation	Nil
FPPFCO4A	Troubleshoot and rectify finishing and converting systems	Nil
FPPFCO5B	Store product	Nil
FPPFCO6B	Prepare and dispatch product	Nil
FPPHTL1B	Use hand held tools	Nil
FPPHWP1A	Receive waste paper	Nil
FPPHWP2A	Unload waste paper	Nil
FPPHWP3A	Set up and operate sorting/pressing line	Nil
FPPHWP4A	Management system shutdowns	Nil

Code	Title	Prerequisite
FPPHWP5A	Conduct paper grade quality assessments	Nil
FPPMHV1A	Operate materials handling vehicles and equipment	Nil
FPPMHV2A	Operate overhead crane	Nil
FPPNUM1A	Estimate and calculate basic data	Nil
FPPNUM2A	Measure and calculate routine information	Nil
FPPNUM3A	Calculate basic performance measures	Nil
FPPNUM4A	Calculate and analyse production and financial performance	Nil
FPPOHS1A	Follow defined OH&S procedures	Nil
FPPOHS2B	Implement and monitor OH&S policies and procedures within	Nil
FPPOHS3B	Maintain and evaluate OH&S system	Nil
FPPOHS4A	Establish OH&S system	Nil
FPPOLC1B	Prepare and start-up coated paper system operations	Nil
FPPOLC3A	Monitor and control coated paper systems	Nil
FPPOLC4A	Co-ordinate coated paper systems shutdown	Nil
FPPOLC5A	Troubleshoot and rectify coated paper systems	Nil
FPPPLN1A	Plan and undertake a routine task	Nil
FPPPLN2A	Plan a complete activity	Nil
FPPPRM1B	Undertake preventative maintenance	Nil
FPPPRS1A	Solve problems in the workplace (basic)	Nil
FPPPRS2A	Solve problems in the workplace (advanced)	Nil
FPPPRS3A	Troubleshoot and rectify pulp and paper systems	Nil
FPPPUL1B	Prepare and start-up pulping system operations	Nil
FPPPUL3A	Monitor and control pulping operations	Nil
FPPPUL4A	Troubleshoot and rectify pulping systems	Nil
FPPPUL6A	Store and distribute pulped product	Nil
FPPQAS1B	Apply basic quality assurance practices	Nil
FPPQAS2A	Maintain quality in section/sub-system	Nil
FPPQAS3A	Co-ordinate in process quality assurance	Nil
FPPQAS4A	Oversee quality assurance process	Nil
FPPREC1B	Prepare and start-up pulping system operations	Nil
FPPREC3A	Monitor and optimise chemical recover operations	Nil
FPPREC4A	Troubleshoot and rectify chemical recovery systems	Nil
FPPREC5A	Co-ordinate and implement pulping plant shutdowns	Nil
FPPREC6A	Store and distribute processed chemicals	Nil

Code	Title	Prerequisite
FPPRES1A	Receive materials	Nil
FPPRES2A	Unload materials	Nil
FPPRES3A	Prepare woodchip line for production	Nil
FPPRES4A	Prepare logs for chip production	Nil
FPPRES5A	Operate woodchip production system	Nil
FPPRES7A	Co-ordinate system shutdown	Nil
FPPRES8A	Distribute woodchips	Nil
FPPRES9A	Troubleshoot and rectify resource handling systems	Nil
FPPSPR1B	Prepare and state-up stock and chemical preparation system for	Nil
FPPSPR3A	Monitor and control stock and chemical preparation systems	Nil
FPPSPR4A	Troubleshoot and rectify stock and chemical preparation systems	Nil
FPPSPR5A	Co-ordinate and implement stock and chemical preparation	Nil
FPPSTM1A	Manage steam boiler startup	Nil
FPPSTM2A	Monitor and control boiler operation	Nil
FPPSTM3A	Shutdown and store steam boiler	Nil
FPPSTM4A	Troubleshoot and rectify boiler plant system	Nil
FPPUL5A	Co-ordinate and implement pulping plant shutdowns	Nil
FPPWAS1A	Manage water system start-up	Nil
FPPWAS8A	Manage water system shutdown	Nil
FPPWAS9A	Troubleshoot and rectify water systems	Nil
FPPWEO1B	Prepare and start-up wet end operations	Nil
FPPWEO3A	Monitor and control wet end operations	Nil
FPPWEO4A	Troubleshoot and rectify wet end systems	Nil
FPPWEO5B	Co-ordinate and implement wet end shutdown	Nil
FPPWPO1B	Prepare and start-up waste paper operations	Nil
FPPWPO3A	Monitor and control waste paper plant operations	Nil
FPPWPO4A	Troubleshoot and rectify waste paper plant systems	Nil
FPPWPO5A	Co-ordinate and implement waste paper plant shutdown	Nil

Imported Units of Competency

Code	Title	Origin
BSB07 Business Services Training Package		
BSBADM101A	Use business equipment and resources	BSB07
BSBCMN311B	Maintain workplace safety	BSB07
BSBCUS301A	Deliver and monitor a service to customers	BSB07
BSBCUS401A	Coordinate implementation of customer service	BSB07
BSBCUS501A	Manage quality customer service	BSB07
BSBFLM303C	Contribute to effective workplace relationships	BSB07
BSBFLM305C	Support operational plan	BSB07
BSBFLM306C	Provide workplace information and resourcing plans	BSB07
BSBFLM309C	Support continuous improvement systems and processes	BSB07
BSBFLM311C	Support a workplace learning environment	BSB07
BSBFLM312B	Contribute to team effectiveness	BSB07
BSBINM401A	Implement workplace information system	BSB07
BSBINM501A	Manage an information or knowledge management	BSB07
BSBINN301A	Promote innovation in a team environment	BSB07
BSBINN502A	Build and sustain an innovative work environment	BSB07
BSBLED401A	Develop teams and individuals	BSB07
BSBLED501A	Develop a workplace learning environment	BSB07
BSBMGT402A	Implement operational plan	BSB07
BSBMGT403A	Implement continuous improvement	BSB07
BSBMGT502B	Manage people performance	BSB07
BSBMGT515A	Manage operational plan	BSB07
BSBMGT516A	Facilitate continuous improvement	BSB07
BSBOHS407A	Monitor a safe workplace	BSB07
BSBOHS509A	Ensure a safe workplace	BSB07
BSBWOR202A	Organise and complete daily work activities	BSB07
BSBWOR301A	Organise personal work priorities and development	BSB07
BSBWOR401A	Establish effective workplace relationships	BSB07
BSBWOR402A	Promote team effectiveness	BSB07
BSBWOR501A	Manage personal work priorities and professional	BSB07
BSBWOR502A	Ensure team effectiveness	BSB07
CPP07 Property Services Training Package		

Code	Title	Origin
CPPSEC2015A	Patrol premises	CPP07
CPPSEC2011A	Control access to and exit from premises	CPP07
CPPSEC3007A	Maintain security of environment	CPP07
MEM05 Metal and Engineering Training Package		
MEM18004B	Maintain and overhaul mechanical equipment	MEM05
MEM18010C	Perform equipment condition monitoring and recording	MEM05
MEM18011C	Shut down and isolate machines/equipment	MEM05
MEM18012B	Perform installation and removal of mechanical seals	MEM05
MEM18013B	Perform gland packing	MEM05
MEM18018C	Maintain pneumatic system components	MEM05
MEM18020B	Maintain hydraulic system components	MEM05
MEM18045B	Fault find/repair electrical equipment/components up to 250 V	MEM05
MEM18055B	Dismantle repair and assemble engineering components	MEM05
NWP07 Water Training Package		
NWP213B	Monitor and operate irrigation and domestic delivery	NWP07
NWP232B	Operate water reticulation and distribution system	NWP07
NWP233B	Construct and install distribution assets	NWP07
NWP234B	Locate, identify and protect utility services	NWP07
NWP250B	Construct and install wastewater pipelines	NWP07
NWP251B	Construct open earthen channels or drains	NWP07
NWP252B	Construct and install irrigation delivery and stormwater	NWP07
NWP335B	Monitor and control maintenance of wastewater	NWP07
NWP311B	Monitor and operate wastewater collection and transfer	NWP07
NWP338B	Perform odour and infiltration investigations	NWP07
NWP333B	Monitor and control rural water distribution operations	NWP07
PML04 Laboratory Operations Training Package		
PMLSAMP400B	Obtain representative samples in accordance with	PML04
PMLTEST300B	Perform basic tests	PML04
PMLTEST303B	Prepare working solutions	PML04
TAA04 Training and Assessment Training Package		
TAAASS401C	Plan and organise assessment	TAA04
TAAASS402C	Assess competence	TAA04
TAAASS403B	Develop assessment tools	TAA04
TAAASS404B	Participate in assessment validation	TAA04

Code	Title	Origin
TAACMQ501B	Develop training and/or assessment organisational	TAA04
TAACMQ503B	Lead and conduct training and/or assessment evaluations	TAA04
TAADEL301C	Provide training through instruction and demonstration	TAA04
TAADEL401B	Plan and organise group-based delivery	TAA04
TAADEL402B	Facilitate group-based learning	TAA04
TAADES402B	Design and develop learning programs	TAA04
TAADES501B	Design and develop learning strategies	TAA04
TAATAS501B	Undertake organisational training needs analysis	TAA04
TLI07 Transport & Logistics Training Package		
TLIA1207C	Pick and process orders	TLI07
TLIA1607C	Use inventory systems to organise stock control	TLI07
TLIA2107C	Despatch stock	TLI07
TLIA2207C	Participate in stocktakes	TLI07
TLIL1907C	Implement and monitor transport logistics	TLI07

Overview - What is a Training Package?

A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each Training Package:

- provides a consistent and reliable set of components for training, recognising and assessing peoples skills, and may also have optional support materials
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- encourages the development and delivery of flexible training which suits individual and industry requirements
- encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

How do Training Packages fit within the National Skills Framework?

The National Skills Framework applies nationally, is endorsed by the Ministerial Council for Vocational and Technical Education, and comprises the Australian Quality Training Framework 2007 (AQTF 2007), and Training Packages endorsed by the National Quality Council (NQC).

How are Training Packages developed?

Training Packages are developed by Industry Skills Councils or enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement of Training Packages, developers must provide evidence of extensive research, consultation and support within the industry area or enterprise.

How do Training Packages encourage flexibility?

Training Packages describe the skills and knowledge needed to perform effectively in the workplace without prescribing how people should be trained.

Training Packages acknowledge that people can achieve vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it. For example, some experienced workers might be able to demonstrate competency against the units of competency, and even gain a qualification, without completing a formal training program.

With Training Packages, assessment and training may be conducted at the workplace, off-the-job, at a training organisation, during regular work, or through work experience, work placement, work simulation or any combination of these.

Who can deliver and assess using Training Packages?

Training and assessment using Training Packages must be conducted by a Registered Training Organisation (RTO) that has the qualifications or specific units of

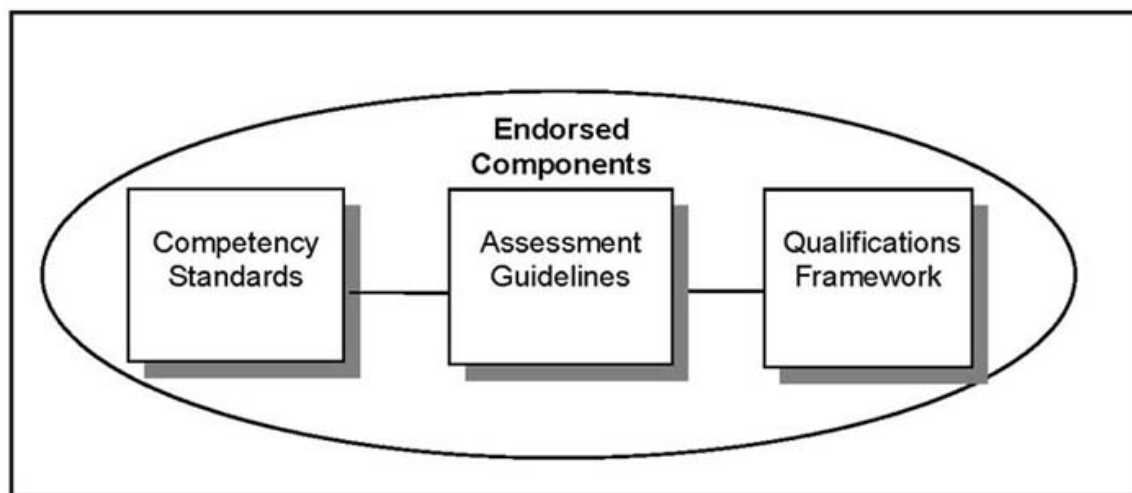
competency on its scope of registration, or that works in partnership with another RTO, as specified in the AQTF 2007.

Training Package Components

Training Packages are made up of mandatory components endorsed by the NQC, and optional support materials.

Training Package Endorsed Components

The nationally endorsed components include the Competency Standards, Assessment Guidelines and Qualifications Framework. These form the basis of training and assessment in the Training Package and, as such, they must be used.



Competency Standards

Each unit of competency identifies a discrete workplace requirement and includes the knowledge and skills that underpin competency as well as language, literacy and numeracy; and occupational health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

Assessment Guidelines

The Assessment Guidelines provide an industry framework to ensure all assessments meet industry needs and nationally agreed standards as expressed in the Training Package and the AQTF 2007. The Assessment Guidelines must be followed to ensure the integrity of assessment leading to nationally recognised qualifications.

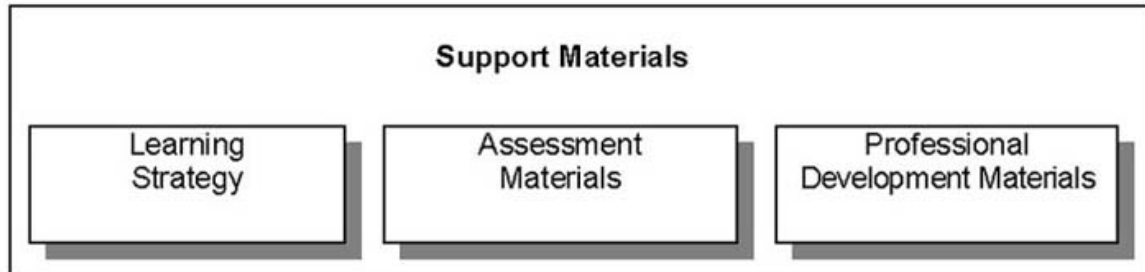
Qualifications Framework

Each Training Package provides details of those units of competency that must be achieved to award AQF qualifications. The rules around which units of competency can be combined to make up a valid AQF qualification in the Training Package are referred to as the 'packaging rules'. The packaging rules must be followed to ensure the integrity of nationally recognised qualifications issued.

Training Package Support Materials

The endorsed components of Training Packages are complemented and supported by optional support materials that provide for choice in the design of training and assessment to meet the needs of industry and learners.

Training Package support materials can relate to single or multiple units of competency, an industry sector, a qualification or the whole Training Package. They tend to fall into one or more of the categories illustrated below.



Training Package support materials are produced by a range of stakeholders such as RTOs, individual trainers and assessors, private and commercial developers and Government agencies.

Where such materials have been quality assured through a process of 'noting' by the NQC, they display the following official logo. Noted support materials are listed on the National Training Information Service (NTIS), together with a detailed description and information on the type of product and its availability

<www.ntis.gov.au>



It is not compulsory to submit support materials for noting; any resources that meet the requirements of the Training Package can be used.

Training Package, Qualification and Unit of Competency Codes

There are agreed conventions for the national codes used for Training Packages and their components. Always use the correct codes, exactly as they appear in the Training Package, **and with the code always before the title**.

Training Package Codes

Each Training Package has a unique five-character national code assigned when the Training Package is endorsed, for example XYZ08. The first three characters are letters identifying the Training Package industry coverage and the last two characters are numbers identifying the year of endorsement.

Qualification Codes

Within each Training Package, each qualification has a unique eight-character code, for example FPP20101. Qualification codes are developed as follows:

- the first three letters identify the Training Package;
- the first number identifies the qualification level (noting that, in the qualification titles themselves, arabic numbers are **not** used);
- the next two numbers identify the position in the sequence of the qualification at that level; and
- the last two numbers identify the year in which the qualification was endorsed. (Where qualifications are added after the initial Training Package endorsement, the last two numbers may differ from other Training Package qualifications as they identify the year in which those particular qualifications were endorsed.)

Unit of Competency Codes

Within each Training Package, each unit of competency has a unique code. Unit of competency codes are assigned when the Training Package is endorsed, or when new units of competency are added to an existing endorsed Training Package. Unit codes are developed as follows:

- a typical code is made up of 12 characters, normally a mixture of uppercase letters and numbers, as in FPPHWP2A
- the first three characters signify the Training Package, FPP Pulp and Paper Manufacturing Industry Training Package in the above example and up to eight characters, relating to an industry sector, function or skill area, follow;
- the last character is always a letter and identifies the unit of competency version. An 'A' at the end of the code indicates that this is the original unit of competency. 'B', or another incremented version identifier means that minor changes have been made. Typically this would mean that wording has changed in the range statement or evidence guide, providing clearer intent; and
- where changes are made that alter the outcome, a new code is assigned and the title is changed.

The upper case letters in the code for Pulp and Paper Units of Competency correspond to the industry skill area as follows:

FPPRES	Handling and Preparing Primary Resources
FPPPUL	Pulping Operations
FPPREC	Chemical Recovery Operations
FPPHWP	Handling and Preparing Waste Paper for Pulp Production
FPPWPO	Waste Paper Operations
FPPSPR	Stock Preparation Operations
FPPWEO	Wet End Operations
FPPDEO	Dry End Operations
FPPOLC	Coating Systems
FPPFCO	Finishing and Converting
FPPWAS	Water Services
FPPSTM	Steam Generation
FPPEPG	Electrical Power Generation
FPPCPR	Chemical Preparation
FPPCOM	Communication
FPPCSK	Computer Skills
FPPEME	Emergency Procedures
FPPENV	Environmental Monitoring
FPPAID	First Aid
FPPHTL	Hand Tools
FPPMHV	Materials Handling Vehicles and Equipment
FPPNUM	Numeracy
FPPOHS	Occupational Health and Safety
FPPPLM	Planning and Organising
FPPPRM	Preventative Maintenance
FPPPRS	Problem Solving
FPPQAS	Quality Assurance

Training Package, Qualification and Unit of Competency Titles

There are agreed conventions for titling Training Packages and their components. Always use the correct titles, exactly as they appear in the Training Package, and with the code always placed before the title.

Training Package Titles

The title of each endorsed Training Package is unique and relates the Training Packages broad industry coverage.

Qualification Titles

The title of each endorsed Training Package qualification is unique. Qualification titles use the following sequence:

- first, the qualification is identified as either Certificate I, Certificate II, Certificate III, Certificate IV, Diploma, Advanced Diploma, Vocational Graduate Certificate, or Vocational Graduate Diploma;
- this is followed by the words ‘in’ for Certificates I to IV, and ‘of’ for Diploma, Advanced Diploma, Vocational Graduate Certificate and Vocational Graduate Diploma;
- then, the industry descriptor, for example Telecommunications; and
- then, if applicable, the occupational or functional stream in brackets, for example (Computer Systems).

For example:

FPP20101 Certificate II in Pulp and Paper Manufacturing

FPP30101 Certificate III in Pulp and Paper Manufacturing

Unit of Competency Titles

Each unit of competency title is unique. Unit of competency titles describe the competency outcome concisely, and are written in sentence case.

For example:

FPPRES8A Distribute Woodchips

FPPHWP2A Unload waste paper

Qualifications Framework

The Australian Qualifications Framework

What is the Australian Qualifications Framework?

A brief overview of the Australian Qualifications Framework (AQF) follows. For a full explanation of the AQF, see the *AQF Implementation Handbook*. The 2007 version of the *AQF Implementation Handbook* is expected to be available on the Australian Qualifications Framework Advisory Board (AQFAB) website <www.aqf.edu.au> during September 2007, and in print in October 2007 (obtain the hard copy by contacting AQFAB on phone 03 9639 1606 or email at aqfab@curriculum.edu.au).

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the vocational education and training (VET) sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

Training Package qualifications in the VET sector must comply with the titles and guidelines of the AQF. Endorsed Training Packages provide a unique title for each AQF qualification which must always be reproduced accurately.

Qualifications

Training Packages can incorporate the following eight AQF qualifications.

- Certificate I in ...
- Certificate II in ...
- Certificate III in ...
- Certificate IV in ...
- Diploma of ...
- Advanced Diploma of ...
- Vocational Graduate Certificate of ...
- Vocational Graduate Diploma of ...

On completion of the requirements defined in the Training Package, a Registered Training Organisation (RTO) may issue a nationally recognised AQF qualification. Issuance of AQF qualifications must comply with the advice provided in the *AQF Implementation Handbook* and the *AQTF 2007 Essential Standards for Registration*.

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). Issuance of Statements of Attainment must comply with

the advice provided in the current *AQF Implementation Handbook* and the AQTF 2007 *Essential Standards for Registration*.

Under the AQTF 2007, RTOs must recognise the achievement of competencies as recorded on a qualification or Statement of Attainment issued by other RTOs. Given this, recognised competencies can progressively build towards a full AQF qualification.

AQF Guidelines and Learning Outcomes

The *AQF Implementation Handbook* provides a comprehensive guideline for each AQF qualification. A summary of the learning outcome characteristics and their distinguishing features for each VET related AQF qualification is provided below.

Certificate I

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform a defined range of activities most of which may be routine and predictable.

Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate knowledge by recall in a narrow range of areas;
- demonstrate basic practical skills, such as the use of relevant tools;
- perform a sequence of routine tasks given clear direction
- receive and pass on messages/information.

Certificate II

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of operations to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving

individual responsibility or autonomy and/or collaboration with others as part of a group or team.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate basic operational knowledge in a moderate range of areas;
- apply a defined range of skills;
- apply known solutions to a limited range of predictable problems;
- perform a range of tasks where choice between a limited range of options is required;
- assess and record information from varied sources;
- take limited responsibility for own outputs in work and learning.

Certificate III

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specified problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate some relevant theoretical knowledge
- apply a range of well-developed skills
- apply known solutions to a variety of predictable problems
- perform processes that require a range of well-developed skills where some discretion and judgement is required
- interpret available information, using discretion and judgement

- take responsibility for own outputs in work and learning
- take limited responsibility for the output of others.

Certificate IV

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills. Applications involve responsibility for, and limited organisation of, others.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating some theoretical concepts
- apply solutions to a defined range of unpredictable problems
- identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas
- identify, analyse and evaluate information from a variety of sources
- take responsibility for own outputs in relation to specified quality standards
- take limited responsibility for the quantity and quality of the output of others.

Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.

The self directed application of knowledge and skills, with substantial depth in some areas where judgment is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team co-ordination may be involved.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas
- analyse and plan approaches to technical problems or management requirements
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations
- evaluate information, using it to forecast for planning or research purposes
- take responsibility for own outputs in relation to broad quantity and quality parameters
- take some responsibility for the achievement of group outcomes.

Advanced Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity involving analysis, design, planning, execution and evaluation across a range of technical and/or management functions including development of new criteria or applications or knowledge or procedures.

The application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to the development of a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is involved.

Applications involve significant judgement in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of specialised knowledge with depth in some areas
- analyse, diagnose, design and execute judgements across a broad range of technical or management functions
- generate ideas through the analysis of information and concepts at an abstract level
- demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills
- demonstrate accountability for personal outputs within broad parameters
- demonstrate accountability for personal and group outcomes within broad parameters.

Vocational Graduate Certificate

Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth and complexity involving the initiation, analysis, design, planning, execution and evaluation of technical and management functions in highly varied and highly specialised contexts.
- Applications involve making significant, high-level, independent judgements in major broad or planning, design, operational, technical and management functions in highly varied and specialised contexts. They may include responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major broad or technical and management functions in highly varied and highly specialised contexts.
- Generate and evaluate ideas through the analysis of information and concepts at an abstract level.

- Demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills in complex contexts.
- Demonstrate responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.

Vocational Graduate Diploma

Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth, depth and complexity involving the initiation, analysis, design, planning, execution and evaluation of major functions, both broad and highly specialised, in highly varied and highly specialised contexts.
- Further specialisation within a systematic and coherent body of knowledge.
- Applications involve making high-level, fully independent, complex judgements in broad planning, design, operational, technical and management functions in highly varied and highly specialised contexts. They may include full responsibility and accountability for all aspects of work and functions of others, including planning, budgeting and strategy development.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and highly specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major functions, both broad and within highly varied and highly specialised contexts.
- Generate and evaluate complex ideas through the analysis of information and concepts at an abstract level.
- Demonstrate an expert command of wide-ranging, highly specialised, technical, creative or conceptual skills in complex and highly specialised or varied contexts.
- Demonstrate full responsibility and accountability for personal outputs.
- Demonstrate full responsibility and accountability for all aspects of the work or functions of others, including planning, budgeting and strategy.

Qualifications and Packaging Rules

Description of the Principles of the Pulp and Paper Manufacturing Industry Qualifications

The principles of the Pulp and Paper Manufacturing Industry Qualifications are as follows:

1. Qualifications are available to all persons demonstrating competence in the relevant Units of Competency;
2. Assessments of competence will generally be holistic in that they will encompass all of the Units of Competency making up a person's employment, including the generic Units of Competency. As a consequence, the context for assessments will be drawn substantially from the AQF descriptors, especially where Units of Competency that are listed at more than one AQF level make up part of that qualification. This excludes imported competency standards for which the assessment context is set within the competency standards or for which RTOs will be required to source the appropriate assessment context;
3. Certificate III and Certificate IV and Diploma qualifications are not traditional entry level points in the qualifications pathway. Therefore, there is an implied learning framework from Certificate II to Diploma in the Pulp and Paper Manufacturing Industry;
4. Competency standards have been imported into this Training Package from other nationally endorsed Training Packages and nationally endorsed competency standards. These competency standards can be incorporated into Pulp and Paper Manufacturing Industry National Qualifications in accordance with the rules contained in this document.

Packaging and Customisation of the Qualifications

The arrangements for customisation of the qualifications are as follows:

1. Where customisation is required, such customisation will be the responsibility of the Registered Training Organisation (RTO) that conducts or auspices the assessment. It is a specific responsibility of RTOs to ensure that any competency standards imported into qualifications from other nationally endorsed Training Packages are the currently endorsed version;
2. Customisation involves the replacement of one or more Units of Competency from the Optional Units, making up each Qualification at each AQF level by one or more Units of Competency from the other Optional Units at the same AQF level or from the Elective Units at the same AQF level. Where customisation occurs for the purposes of creating an Australian Apprenticeship, one or more Units of Competency from the Elective Units may be replaced by one or more Optional Units from a lower AQF level or the same AQF level;

3. Customisation may also involve the replacement of one Unit of Competency from the Optional Units from one AQF level by one Unit of Competency from the Optional Units at another AQF level;
4. Units of Competency have been imported into this Training Package from other, nationally endorsed Training Packages. Those Training Packages are:
 - Business Services (BSB07)
 - Training and Assessment (TAA04)
 - Metals and Engineering (MEM05)
 - Laboratory Operations (PML04)
 - Transport and Logistics (TLI07)
 - Property Services (CPP07)
 - Water (NWP07)

The individual Units of Competency from each of these Training Packages that can be imported into the Training Package are indicated with their appropriate national code and title in the Qualification Details section of this document;

5. Customisation may also involve the replacement of no more than a total of 2 Units of Competency (included the imported Units of Competency already listed in this document) in any one qualification from the Optional and/or Elective Units by one or more Units of Competency imported from any relevant nationally endorsed Training Package. Imported units other than those specifically listed in the Qualification Details section of this document must:
 - be related to a significant work function of the candidate,
 - retain the original title and code,
 - have the same scope and a similar degree of complexity as the competency standards they replace;

All nationally endorsed Units of Competency, including those in this Training Package and detailed in this document can be viewed, in their 'parent' Training Package at www.ntis.gov.au.

6. The customisation rules above do not apply to the Diploma because the Units of Competency listed at AQF 5 contain a broad range of technical and functional skills and knowledge (especially PRS3) which implicitly includes those from Units of Competency at lower AQF levels. Additionally, the Diploma explicitly requires the demonstration of competence in Units of Competency drawn from the nationally endorsed BSB07 Units of Competency.

Skill Sets

Definition

Skill sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a licence or regulatory requirement, or defined industry need.

Wording on Statements of Attainment

Skill sets are a way of publicly identifying logical groupings of units of competency which meet an identified need or industry outcome. Skill sets are not qualifications.

Where skill sets are identified in a Training Package, the Statement of Attainment can set out the competencies a person has achieved in a way that is consistent and clear for employers and others. This is done by including the wording ‘these competencies meet *[insert skill set title or identified industry area]* need’ on the Statement of Attainment. This wording applies only to skill sets that are formally identified as such in the endorsed Training Package. See the 2007 edition of the AQF Implementation Handbook for advice on wording on Statements of Attainment—the updated version is expected to be available on the AQFAB website <www.aqf.edu.au> during September 2007 and in print in October 2007.

Skill sets in this Training Package

This section provides information on skill sets within this Training Package, with the following important disclaimer: Readers should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Where this section is blank, nationally recognised skill sets have yet to be identified in this industry.

Australian Apprenticeships

All qualifications within the Training Package may be used as Australian Apprenticeships, where agreed between an RTO, an enterprise and a State Training Authority. It is expected that the implementation of the Training Package will lead to structured entry level training outcomes commencing at Certificate II.

A specific, broad based, Certificate II has been included in the Training Package – Certificate II in Pulp and Paper (General). It is recommended that this qualification only be used as an Australian Apprenticeships pathway. The use of this qualification will provide trainees with broad based work experience and skills that will increase their future employment opportunities and the flexibility of application of the employee's skills by the enterprise.

Qualification Titles

The qualification titles listed below should be read in conjunction with the qualification details provided in this document.

Code	Qualification Title
FPP10101	Certificate I in Pulp and Paper Manufacturing
FPP20101	Certificate II in Pulp and Paper Manufacturing
FPP20201	Certificate II in Pulp and Paper Services
FPP20301	Certificate II in Pulp and Paper Manufacturing (General)
FPP30101	Certificate III in Pulp and Paper Manufacturing
FPP30201	Certificate III in Pulp and Paper Services
FPP40101	Certificate IV in Pulp and Paper Manufacturing
FPP40201	Certificate IV in Pulp and Paper Services
FPP50101	Diploma in Pulp and Paper Industry Operations

Qualification Details

FPP10101 Certificate I in Pulp and Paper Manufacturing

Qualification Notes

Packaging Rules

A total of 5 units of competency must be completed.

Qualification

Requirements

Assessment must be conducted in accordance with the Assessment Guidelines.

Compulsory Unit

Field

Unit Code

Unit Name

OH&S

FPPOHS1A

Follow defined OH&S procedures

Communication

FPPCOM1A

Use basic workplace communication

Numeracy

FPPNUM1A

Estimate and calculate basic data

Quality

FPPQAS1B

Apply basic quality assurance practices

FPPHTL1B

Use hand held tools

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill

Industry/enterprise requirements for this qualification include:

Communication

- Explain symbols used for occupational health and safety signs
- Repeat and explain day to day workplace information such as work instructions
- Explain acceptable behaviour
- Use text to identify required information
- Record statistical data on standard forms
- Write numbers accurately and legibly

Teamwork

- Demonstrate group processes such as turn-taking, participating in discussions and tolerating views of others in a way that contributes to the overall goal of the group

Problem-solving

- Identify and explain significant hazards in the workplace
- Express opinion in response to questions to contribute to problem solving processes

Initiative and enterprise	<ul style="list-style-type: none"> • Calculate results using whole numbers and/or fractions and decimals • Estimate measures using whole numbers and decimals • Report hazardous situations • Identify critical control points for a specific task/activity
Self-management	<ul style="list-style-type: none"> • Identify out-of-standard performance and/or product • Outline own job tasks and responsibilities • Describe company policies and how they relate to own job
Technology	<ul style="list-style-type: none"> • Select and handle appropriate tools for a range of typical tasks • Demonstrate the ability to use a range of hand operated and/or hand held power tools

FPP20101 Certificate II in Pulp and Paper Manufacturing

Qualification Notes

Packaging Rules

A total of 7 units of competency must be completed.

Qualification Requirements

Assessment must be conducted in accordance with the Assessment Guidelines.

Compulsory Unit

Field	Unit Code	Unit Name
OH&S	FPPOHS1A	Follow defined OH&S procedures
Communication	FPPCOM2A	Present verbal and written workplace information
Numeracy	FPPNUM2A	Measure and calculate routine information
Quality	FPPQAS2A	Maintain quality in section/sub-system
Specialisation	One of the following groups must be achieved	
	FPPRES1A	Receive materials
	FPPRES2A	Unload materials
or		
	FPPRES5A	Operate woodchip production system
	FPPRES8A	Distribute woodchips
or		
	FPPPUL3A	Monitor and control pulping operations
	FPPPUL6A	Store and distribute pulped product
or		
	FPPREC3A	Monitor and optimise chemical recover operations
	FPPREC6A	Store and distribute processed chemicals
or		
	FPPHWP1A	Receive waste paper
	FPPHWP2A	Unload waste paper
	FPPHWP5A	Conduct paper grade quality assessments
or		
	FPPWPO3A	Monitor and control waste paper plant operations
or		
	FPPSPR3A	Monitor and control stock and chemical preparation systems
or		
	FPPWEO3A	Monitor and control wet end operations
or		

or	FPPDEO3A	Monitor and control dry end operations
	FPPOLC3A	Monitor and control coated paper systems
	FPPFCO2A	Monitor and control finishing/converting systems operation
	FPPFC03B	Pack product
	FPPFCO5B	Store product
or	FPPFCO6B	Prepare and dispatch product
	Any two of the following must be achieved	
	BSBADM101A	Use business equipment and resources
	BSBWOR202A	Organise and complete daily work activities
	BSBWOR301A	Organise personal work priorities and development
or	CPPSEC2011A	Control access to and exit from premises
	CPPSEC2015A	Patrol premises
	CPPSEC3007A	Maintain security of environment
	FPPAID1A	Apply basic first aid techniques
	FPPCSK1A	Access and modify computer records and documents
or	FPPCSK2B	Operate a process control computer system
	FPPEME1A	Prepare equipment for an emergency response
	FPPEME2B	Respond to an emergency situation
	FPPENV1A	Identify and monitor environmental discharge/emissions
	FPPMHV1A	Operate materials handling vehicles and equipment
or	FPPPLN1A	Plan and undertake a routine task
	FPPPRM1B	Undertake preventative maintenance
	FPPPRS1A	Solve problems in the workplace (basic)
	MEM18004B	Maintain and overhaul mechanical equipment
	MEM18010C	Perform equipment condition monitoring and recording
or	MEM18011C	Shut down and isolate machines/equipment

MEM18012B	Perform installation and removal of mechanical seals
MEM18013B	Perform gland packing
MEM18018C	Maintain pneumatic system components
MEM18020B	Maintain hydraulic system components
MEM18045B	Fault find/repair electrical equipment/components up to 250 volts single phase supply
MEM18055B	Dismantle repair and assemble engineering components
PMLSAMP400B	Obtain representative samples in accordance with sampling plan
PMLTEST300B	Perform basic tests
PMLTEST303B	Prepare working solutions
TAADEL301C	Provide training through instruction and demonstration of work skills
TLIA1207C	Pick and process orders
TLIA1607C	Use inventory systems to organise stock control
TLIA2107C	Despatch stock
TLIA2207C	Participate in stocktakes
TLIL1907C	Implement and monitor transport logistics
These 3 units count as one elective	
TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS404B	Participate in assessment validation

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • Report hazardous situations • Explain symbols used for occupational health and safety signs • Locate and extract relevant information from routine workplace text
Teamwork	<ul style="list-style-type: none"> • Record information accurately in company format • Explain the object of group or team-based processes • Explain the message conveyed in minutes and ad hoc notes recording group activity

Problem-solving	<ul style="list-style-type: none"> • Outline the roles/relationships of people in the designated work area in the quality assurance plan • Identify routine faults in measuring instruments • Calculate routine measures using arithmetic processes involving: whole numbers, fractions, decimals • Verify estimations by calculations • Describe actual/potential problems if control charts are not completed to requirements
Initiative and enterprise	<ul style="list-style-type: none"> • Report hazardous situations • Seek views of others in order to discuss processes and options for improvements relating to own job and immediate work environment
Planning and organising	<ul style="list-style-type: none"> • Perform in-process checks/tests • Organise information and prepare brief routine reports to explain workplace information
Self-management	<ul style="list-style-type: none"> • Outline personal views on work related issues • Identify the critical control points in section/sub-system in which person is working
Technology	<ul style="list-style-type: none"> • Operate instruments to measure dimensions

FPP20201 Certificate II in Pulp and Paper Services

Qualification Notes

Packaging Rules

A total of 7 units of competency must be completed.

Qualification

Requirements

Assessment must be conducted in accordance with the Assessment Guidelines.

Compulsory Unit

Field	Unit Code	Unit Name
OH&S	FPPOHS1A	Follow defined OH&S procedures
Communication	FPPCOM2A	Present verbal and written workplace information
Numeracy	FPPNUM2A	Measure and calculate routine information
Quality	FPPQAS2A	Maintain quality in section/sub-system
Specialisation	One of the following must be achieved	
	FPPEGP2A	Monitor and control power generation system
	FPPSTM2A	Monitor and control boiler operation
	NWP213B	Monitor and operate irrigation and domestic delivery systems
	NWP338B	Perform odour and infiltration investigations
	NWP333B	Monitor and control rural water distribution operations
	NWP232B	Operate water reticulation and distribution system
	NWP233B	Construct and install distribution assets
	NWP234B	Locate, identify and protect utility services
	NWP335B	Monitor and control maintenance of wastewater collection and transfer assets
	NWP311B	Monitor and operate wastewater collection and transfer systems
	NWP250B	Construct and install wastewater pipelines
	NWP251B	Construct open earthen channels or drains
	NWP252B	Construct and install irrigation delivery and stormwater drainage assets
Elective	Any two of the following must be achieved	
	BSBADM101A	Use business equipment and resources
	BSBWOR202A	Organise and complete daily work activities
	BSBWOR301A	Organise personal work priorities and development

CPPSEC2011A	Control access to and exit from premises
CPPSEC2015A	Patrol premises
CPPSEC3007A	Maintain security of environment
FPPAID1A	Apply basic first aid techniques
FPPCSK1A	Access and modify computer records and documents
FPPCSK2B	Operate a process control computer system
FPPEME1A	Prepare equipment for an emergency response
FPPEME2B	Respond to an emergency situation
FPPENV1A	Identify and monitor environmental discharge/emissions
FPPMHV1A	Operate materials handling vehicles and equipment
FPPPLN1A	Plan and undertake a routine task
FPPPRM1B	Undertake preventative maintenance
FPPPRS1A	Solve problems in the workplace (basic)
MEM18004B	Maintain and overhaul mechanical equipment
MEM18010C	Perform equipment condition monitoring and recording
MEM18011C	Shut down and isolate machines/equipment
MEM18012B	Perform installation and removal of mechanical seals
MEM18013B	Perform gland packing
MEM18018C	Maintain pneumatic system components
MEM18020B	Maintain hydraulic system components
MEM18045B	Fault find/repair electrical equipment/components up to 250 volts single phase supply
MEM18055B	Dismantle repair and assemble engineering components
PMLSAMP400B	Obtain representative samples in accordance with sampling plan
PMLTEST300B	Perform basic tests
PMLTEST303B	Prepare working solutions
TAADEL301C	Provide training through instruction and demonstration of work skills

These 3 units count as one elective

TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS404B	Participate in assessment validation

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • Report hazardous situations • Explain symbols used for occupational health and safety signs • Locate and extract relevant information from routine workplace text
Teamwork	<ul style="list-style-type: none"> • Record information accurately in company format • Explain the object of group or team-based processes • Explain the message conveyed in minutes and ad hoc notes recording group activity • Outline the roles/relationships of people in the designated work area in the quality assurance plan
Problem-solving	<ul style="list-style-type: none"> • Identify routine faults in measuring instruments • Calculate routine measures using arithmetic processes involving: whole numbers, fractions, decimals • Verify estimations by calculations • Describe actual/potential problems if control charts are not completed to requirements
Initiative and enterprise	<ul style="list-style-type: none"> • Report hazardous situations • Seek views of others in order to discuss processes and options for improvements relating to own job and immediate work environment • Perform in-process checks/tests
Planning and organising	<ul style="list-style-type: none"> • Organise information and prepare brief routine reports to explain workplace information
Learning	<ul style="list-style-type: none"> •
Self-management	<ul style="list-style-type: none"> • Outline personal views on work related issues • Identify the critical control points in section/sub-system in which person is working
Technology	<ul style="list-style-type: none"> • Operate instruments to measure dimensions

FPP20301 Certificate II in Pulp and Paper (General)

Qualification Notes

Packaging Rules

A total of 7 units of competency must be completed.

Qualification

Requirements

Assessment must be conducted in accordance with the Assessment Guidelines.

Compulsory Unit

Field	Unit Code	Unit Name
OH&S	FPPOHS1A	Follow defined OH&S procedures
Communication	FPPCOM2A	Present verbal and written workplace information
Numeracy	FPPNUM2A	Measure and calculate routine information
Quality	FPPQAS2A	Maintain quality in section/sub-system
Specialisation	<p>A minimum of two and a maximum of three of the following groups of units may be achieved. Where two of the following groups of units are achieved, one elective unit is required to be achieved. Where three of the following groups of units are achieved, no elective units are required to be achieved. The achievement of the requirements for each group will provide eligibility for the issuance of the qualification, Certificate II in Pulp and Paper (General).</p>	
	FPPRES1A	Receive materials
	FPPRES2A	Unload materials
and/or		
	FPPRES5A	Operate woodchip production system
	FPPRES8A	Distribute woodchips
and/or		
	FPPPUL3A	Monitor and control pulping operations
	FPPPUL6A	Store and distribute pulped product
and/or		
	FPPREC3A	Monitor and optimise chemical recover operations
	FPPREC6A	Store and distribute processed chemicals
and/or		
	FPPHWP1A	Receive waste paper
	FPPHWP2A	Unload waste paper
	FPPHWP5A	Conduct paper grade quality assessments
and/or		
	FPPWPO3A	Monitor and control waste paper plant operations
and/or		

	FPPSPR3A	Monitor and control stock and chemical preparation systems
and/or		
	FPPWEO3A	Monitor and control wet end operations
and/or		
	FPPDEO3A	Monitor and control dry end operations
and/or		
	FPPOLC3A	Monitor and control coated paper systems
and/or		
	FPPFCO2A	Monitor and control finishing/converting systems operation
and/or		
	FPPFC03B	Pack product
and/or		
	FPPFCO5B	Store product
and/or		
	FPPFCO6B	Prepare and dispatch product
Elective	Where two of the optional groups of units (above) are achieved, any one of the following must be achieved Where three of the optional groups of units (above) are achieved, none of the following is required to be achieved:	
	BSBADM101A	Use business equipment and resources
	BSBWOR202A	Organise and complete daily work activities
	BSBWOR301A	Organise personal work priorities and development
	CPPSEC2011A	Control access to and exit from premises
	CPPSEC2015A	Patrol premises
	CPPSEC3007A	Maintain security of environment
	FPPAID1A	Apply basic first aid techniques
	FPPCSK1A	Access and modify computer records and documents
	FPPCSK2B	Operate a process control computer system
	FPPEME1A	Prepare equipment for an emergency response
	FPPEME2B	Respond to an emergency situation
	FPPENV1A	Identify and monitor environmental discharge/emissions
	FPPMHV1A	Operate materials handling vehicles and equipment
	FPPPLN1A	Plan and undertake a routine task
	FPPPRM1B	Undertake preventative maintenance

FPPPRS1A	Solve problems in the workplace (basic)
MEM18004B	Maintain and overhaul mechanical equipment
MEM18010C	Perform equipment condition monitoring and recording
MEM18011C	Shut down and isolate machines/equipment
MEM18012B	Perform installation and removal of mechanical seals
MEM18013B	Perform gland packing
MEM18018C	Maintain pneumatic system components
MEM18020B	Maintain hydraulic system components
MEM18045B	Fault find/repair electrical equipment/components up to 250 volts single phase supply
MEM18055B	Dismantle repair and assemble engineering components
PMLSAMP400B	Obtain representative samples in accordance with sampling plan
PMLTEST300B	Perform basic tests
PMLTEST303B	Prepare working solutions
TAADEL301C	Provide training through instruction and demonstration of work skills
TLIA1207C	Pick and process orders
TLIA1607C	Use inventory systems to organise stock control
TLIA2107C	Despatch stock
TLIA2207C	Participate in stocktakes
TLIL1907C	Implement and monitor transport logistics

These 3 units count as one elective

TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS404B	Participate in assessment validation

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • Report hazardous situations • Explain symbols used for occupational health and safety signs

Teamwork	<ul style="list-style-type: none">• Locate and extract relevant information from routine workplace text• Record information accurately in company format• Explain the object of group or team-based processes• Explain the message conveyed in minutes and ad hoc notes recording group activity
Problem-solving	<ul style="list-style-type: none">• Outline the roles/relationships of people in the designated work area in the quality assurance plan• Identify routine faults in measuring instruments• Calculate routine measures using arithmetic processes involving: whole numbers, fractions, decimals• Verify estimations by calculations• Describe actual/potential problems if control charts are not completed to requirements
Initiative and enterprise	<ul style="list-style-type: none">• Report hazardous situations• Seek views of others in order to discuss processes and options for improvements relating to own job and immediate work environment
Planning and organising	<ul style="list-style-type: none">• Perform in-process checks/tests• Organise information and prepare brief routine reports to explain workplace information
Self-management	<ul style="list-style-type: none">• Outline personal views on work related issues• Identify the critical control points in section/sub-system in which person is working
Technology	<ul style="list-style-type: none">• Operate instruments to measure dimensions

FPP30101 Certificate III in Pulp and Paper Manufacturing

Qualification Notes

Packaging Rules

A total of 9 units of competency must be completed.

Qualification

Requirements

Assessment must be conducted in accordance with the Assessment Guidelines.

Compulsory Unit

Field	Unit Code	Unit Name
OH&S	FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area
Communication	FPPCOM3A	Use advanced workplace communication
Numeracy	FPPNUM3A	Calculate basic performance measures
Quality	FPPQAS3A	Co-ordinate in process quality assurance
Problem solving	FPPPRS1A	Solve problems in the workplace (basic)
Specialisation	One of the following groups of units must be achieved	
	FPPRES3A	Prepare woodchip line for production
	FPPRES4A	Prepare logs for chip production
	FPPRES7A	Co-ordinate system shutdown
or		
	FPPPUL1B	Prepare and start-up pulping system operations
	FPPPUL5A	Co-ordinate and implement pulping plant shutdowns
or		
	FPPREC1B	Prepare and start-up pulping system operations
	FPPREC5A	Co-ordinate and implement pulping plant shutdowns
or		
	FPPHWP3A	Set up and operate sorting/pressing line
	FPPHWP4A	Management system shutdowns
or		
	FPPWPO1B	Prepare and start-up waste paper operations
	FPPWPO5A	Co-ordinate and implement waste paper plant shutdown
or		
	FPPSPR1B	Prepare and state-up stock and chemical preparation system for production
	FPPSPR5A	Co-ordinate and implement stock and chemical preparation system shutdown
or		

	FPPWEO1B	Prepare and start-up wet end operations
	FPPWEO5B	Co-ordinate and implement wet end shutdown
or		
	FPPDEO1B	Prepare and start-up dry end operations
	FPPDEO5A	Co-ordinate and implement dry end shutdown
or		
	FPPOLC1B	Prepare and start-up coated paper system operations
	FPPOLC4A	Co-ordinate coated paper systems shutdown
or		
Elective	FPPFCO1A	Prepare finishing/converting systems for production
	Any two of the following must be achieved	
	BSBADM101A	Use business equipment and resources
	BSBCMN311B	Maintain workplace safety
	BSBFLM303C	Contribute to effective workplace relationships
	BSBFLM305C	Support operational plan
	BSBFLM312B	Contribute to team effectiveness
	BSBWOR202A	Organise and complete daily work activities
	BSBWOR301A	Organise personal work priorities and development
	CPPSEC2011A	Control access to and exit from premises
	CPPSEC2015A	Patrol premises
	CPPSEC3007A	Maintain security of environment
	FPPAID1A	Apply basic first aid techniques
	FPPAID2A	Administer first aid procedures
	FPPCOM4A	Engage in complex workplace communication
	FPPEME1A	Prepare equipment for an emergency response
	FPPEME2B	Respond to an emergency situation
	FPPENV2A	Monitor and control environmental hazards
	FPPMHV1A	Operate materials handling vehicles and equipment
	FPPMHV2A	Operate overhead crane
	FPPNUM4A	Calculate and analyse production and financial performance
	FPPOHS3B	Maintain and evaluate OH&S system
	FPPOHS4A	Establish OH&S system
	FPPPLN2A	Plan a complete activity
	FPPPRS2A	Solve problems in the workplace (advanced)
	FPPQAS4A	Oversee quality assurance process
	MEM18004B	Maintain and overhaul mechanical equipment
	MEM18010C	Perform equipment condition monitoring and recording
	MEM18011C	Shut down and isolate machines/equipment
	MEM18012B	Perform installation and removal of mechanical seals

MEM18013B	Perform gland packing
MEM18018C	Maintain pneumatic system components
MEM18020B	Maintain hydraulic system components
MEM18045B	Fault find/repair electrical equipment/components up to 250 volts single phase supply
MEM18055B	Dismantle repair and assemble engineering components
PMLSAMP400B	Obtain representative samples in accordance with sampling plan
PMLTEST300B	Perform basic tests
PMLTEST303B	Prepare working solutions
TAADEL301C	Provide training through instruction and demonstration of work skills
TLIA1207C	Pick and process orders
TLIA1607C	Use inventory systems to organise stock control
TLIA2107C	Despatch stock
TLIA2207C	Participate in stocktakes
TLIL1907C	Implement and monitor transport logistics
These 3 unit count as one elective	
TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS404B	Participate in assessment validation

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> Summarise information in reports Prepare agendas in standard format Prepare minutes so that they accurately and succinctly record the business of the meeting Use appropriate language and sensitivity when considering and discussing sensitive issues, e.g. skill assessments, sexual harassment complaints, etc
Teamwork	<ul style="list-style-type: none"> Ascertain views of others by asking questions or convening small group discussions Assist others to solve problems, and plan and implement chosen solutions
Problem-solving	<ul style="list-style-type: none"> Identify situations in which calculations are used Estimate variation from specification Calculate amount and percentage of the variation Calculate each measure: percentages, ratios, proportions Identify options to rectify quality assurance problems

- | | |
|---------------------------|--|
| Initiative and enterprise | <ul style="list-style-type: none">• Implement appropriate action to rectify problems• Evaluation action against determined criteria |
| Planning and organising | <ul style="list-style-type: none">• Contribute to participative processes• Identify the critical points in the process system |
| Technology | <ul style="list-style-type: none">• Monitor and report resource allocation in relation to OH&S issues within the work area to designated personnel according to organisational procedure• Devise and implement logical and efficient plans to solve problems• Modify and communicate plans in response to new circumstances• Explain the importance of maintaining equipment and instrument calibration |

FPP30201 Certificate III in Pulp and Paper Services

Qualification Notes

Packaging Rules

A total of 9 units of competency must be completed.

Qualification

Requirements

Assessment must be conducted in accordance with the Assessment Guidelines.

Compulsory Unit

Field	Unit Code	Unit Name
OH&S	FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area
Communication	FPPCOM3A	Use advanced workplace communication
Numeracy	FPPNUM3A	Calculate basic performance measures
Quality	FPPQAS3A	Co-ordinate in process quality assurance
Problem solving	FPPPRS1A	Solve problems in the workplace (basic)
Specialisation	One of the following groups of units must be achieved	
	FPPEPG1A	Manage a power generation system
	FPPEPG3A	Co-ordinate power generation system shutdown
	FPPEPG4A	Conduct a technical inspection of power generation plant and equipment
or		
	FPPSTM1A	Manage steam boiler startup
	FPPSTM3A	Shutdown and store steam boiler
or		
	FPPWAS1A	Manage water system start-up
	FPPWAS8A	Manage water system shutdown
Elective	Any two of the following must be achieved	
	BSBADM101A	Use business equipment and resources
	BSBCMN311B	Maintain workplace safety
	BSBFLM303C	Contribute to effective workplace relationships
	BSBFLM305C	Support operational plan
	BSBFLM312B	Contribute to team effectiveness
	BSBWOR202A	Organise and complete daily work activities
	BSBWOR301A	Organise personal work priorities and development
	CPPSEC2011A	Control access to and exit from premises
	CPPSEC2015A	Patrol premises
	CPPSEC3007A	Maintain security of environment

FPPAID1A	Apply basic first aid techniques
FPPAID2A	Administer first aid procedures
FPPCOM4A	Engage in complex workplace communication
FPPEME1A	Prepare equipment for an emergency response
FPPEME2B	Respond to an emergency situation
FPPENV2A	Monitor and control environmental hazards
FPPMHV1A	Operate materials handling vehicles and equipment
FPPMHV2A	Operate overhead crane
FPPNUM4A	Calculate and analyse production and financial performance
FPPOHS3B	Maintain and evaluate OH&S system
FPPOHS4A	Establish OH&S system
FPPPLN2A	Plan a complete activity
FPPPRM1B	Undertake preventative maintenance
FPPPRS2A	Solve problems in the workplace (advanced)
FPPQAS4A	Oversee quality assurance process
MEM18004B	Maintain and overhaul mechanical equipment
MEM18010C	Perform equipment condition monitoring and recording
MEM18011C	Shut down and isolate machines/equipment
MEM18012B	Perform installation and removal of mechanical seals
MEM18013B	Perform gland packing
MEM18018C	Maintain pneumatic system components
MEM18020B	Maintain hydraulic system components
MEM18045B	Fault find/repair electrical equipment/components up to 250 volts single phase supply
MEM18055B	Dismantle repair and assemble engineering components
PMLSAMP400B	Obtain representative samples in accordance with sampling plan
PMLTEST300B	Perform basic texts
PMLTEST303B	Prepare working solutions
TAADEL301C	Provide training through instruction and demonstration of work skills
These 3 unit count as one elective	
TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS404B	Participate in assessment validation

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• Summarise information in reports• Prepare agendas in standard format• Prepare minutes so that they accurately and succinctly record the business of the meeting• Use appropriate language and sensitivity when considering and discussing sensitive issues, e.g. skill assessments, sexual harassment complaints, etc
Teamwork	<ul style="list-style-type: none">• Ascertain views of others by asking questions or convening small group discussions• Assist others to solve problems, and plan and implement chosen solutions
Problem-solving	<ul style="list-style-type: none">• Identify situations in which calculations are used• Estimate variation from specification• Calculate amount and percentage of the variation• Calculate each measure: percentages, ratios, proportions• Identify options to rectify quality assurance problems• Implement appropriate action to rectify problems• Evaluate action against determined criteria
Initiative and enterprise	<ul style="list-style-type: none">• Contribute to participative processes• Identify the critical points in the process system
Planning and organising	<ul style="list-style-type: none">• Monitor and report resource allocation in relation to OH&S issues within the work area to designated personnel according to organisational procedure• Devise and implement logical and efficient plans to solve problems• Modify and communicate plans in response to new circumstances
Technology	<ul style="list-style-type: none">• Explain the importance of maintaining equipment and instrument calibration

FPP40101 Certificate IV in Pulp and Paper Manufacturing

Qualification Notes

Packaging Rules

A total of 9 units of competency must be completed.

Qualification

Requirements

Assessment must be conducted in accordance with the Assessment Guidelines.

Compulsory Unit

Field	Unit Code	Unit Name
OH&S	FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area
Communication	FPPCOM4A	Engage in complex workplace communication
Numeracy	FPPNUM3A	Calculate basic performance measures
Quality	FPPQAS3A	Co-ordinate in-process quality assurance
Problem solving	FPPPRS2A	Solve problems in the workplace (advanced)
Specialisation	One of the following units must be achieved	
	FPPRES9A	Troubleshoot and rectify resource handling systems
	FPPPUL4A	Troubleshoot and rectify pulping systems
	FPPWPO4A	Troubleshoot and rectify waste paper plant systems
	FPPSPR4A	Troubleshoot and rectify stock and chemical preparation systems
	FPPREC4A	Troubleshoot and rectify chemical recovery systems
	FPPWEO4A	Troubleshoot and rectify wet end systems
	FPPDEO4A	Troubleshoot and rectify dry end systems
	FPPOLC5A	Troubleshoot and rectify coated paper systems
	FPPFCO4A	Troubleshoot and rectify finishing and converting systems
Elective	Any two of the following must be achieved	
	BSBCUS401A	Coordinate implementation of customer service strategies
	BSBINM401A	Implement workplace information system
	BSBINN301A	Promote innovation in a team environment
	BSBLED401A	Develop teams and individuals
	BSBMGT402A	Implement operational plan
	BSBMGT403A	Implement continuous improvement
	BSBOHS407A	Monitor a safe workplace
	BSBWOR301A	Organise personal work priorities and development

BSBWOR401A	Establish effective workplace relationships
BSBWOR402A	Promote team effectiveness
FPPENV2A	Monitor and control environmental hazards
FPPMHV1A	Operate materials handling vehicles and equipment
FPPMHV2A	Operate overhead crane
FPPNUM4A	Calculate and analyse production and financial performance
FPPOHS3B	Maintain and evaluate OH&S system
FPPOHS4A	Establish OH&S system
FPPPLN3A	Plan a complex activity
FPPPRM1B	Undertake preventative maintenance
FPPPRS2A	Solve problems in the workplace (advanced)
FPPQAS4A	Oversee quality assurance process
PMLSAMP400B	Obtain representative samples in accordance with sampling plan
PMLTEST300B	Perform basic tests
PMLTEST303B	Prepare working solutions
TAAASS403B	Develop assessment tools
TAACMQ501B	Develop training and/or assessment organisational policies and procedures
TAADEL301C	Provide training through instruction and demonstration of work skills
TAADEL401B	Plan and organise group-based delivery
TAADEL402B	Facilitate group-based learning
TAADES402B	Design and develop learning programs
These 3 unit count as one elective	
TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS404B	Participate in assessment validation

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> Convey information which may be complex or technical or involves a change to familiar process, to people who may not have a technical background
Teamwork	<ul style="list-style-type: none"> Use facilitation skills to ensure participation from all group members Counsel team members on work and related matters affecting work performance

- Provide information about identified hazards and the outcomes of risk assessment and risk control procedures to members of the work group
 - Provide an opportunity for all members of the work group to contribute to OH&S issues
 - Assist others to solve problems, and plan and implement chosen solutions
 - Demonstrate conflict resolution techniques
 - Demonstrate participative problem-solving techniques to resolve workplace problems
 - Resolve or progress issues in complex and/or hostile environments
 - Calculate each measure: percentages, ratios, proportions
 - Identify situations in which calculations are used
 - Calculate amount and percentage of variation
 - Identify options to rectify quality assurance problems
 - Implement appropriate action to rectify problems
 - Evaluate action against determined criteria
 - Identify the problem and the appropriate problem-solving technique for the problem
 - Conduct and report hazard assessments within the work area
 - Identify the critical points in the process system
 - Apply organisation's OH&S consultation procedures within the work area
 - Monitor and report resource allocation in relation to OH&S issues within the work area to designated personnel according to organisation procedure
 - Devise and implement logical and efficient plans to solve complex problems
 - Convey workplace information such as work instructions, in a way that facilitates learning by others
 - Identify OH&S training requirements of members of the group
 - Explain the importance of maintaining equipment and instrument calibration
- Problem-solving
- Initiative and enterprise
- Planning and organising
- Learning
- Technology

FPP40201 Certificate IV in Pulp and Paper Services

Qualification Notes

Packaging Rules

A total of 9 units of competency must be completed.

Qualification

Requirements

Assessment must be conducted in accordance with the Assessment Guidelines.

Compulsory Unit

Field	Unit Code	Unit Name
OH&S	FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area
Communication	FPPCOM4A	Engage in complex workplace communication
Numeracy	FPPNUM3A	Calculate basic performance measures
Quality	FPPQAS3A	Co-ordinate in-process quality assurance
Problem solving	FPPPRS2A	Solve problems in the workplace (advanced)

Specialisation One of the following units must be achieved

FPPEPG5A	Troubleshoot and rectify power generation system
FPPSTM4A	Troubleshoot and rectify boiler plant system
FPPWAS9A	Troubleshoot and rectify water systems

Elective

Any three of the following must be achieved

BSBCUS401A	Coordinate implementation of customer service strategies
BSBINM401A	Implement workplace information system
BSBINN301A	Promote innovation in a team environment
BSBLED401A	Develop teams and individuals
BSBMGT402A	Implement operational plan
BSBMGT403A	Implement continuous improvement
BSBOHS407A	Monitor a safe workplace
BSBWOR301A	Organise personal work priorities and development
BSBWOR401A	Establish effective workplace relationships
BSBWOR402A	Promote team effectiveness
FPPENV2A	Monitor and control environmental hazards
FPPMHV1A	Operate materials handling vehicles and equipment
FPPMHV2A	Operate overhead crane
FPPNUM4A	Calculate and analyse production and financial performance
FPPOHS3B	Maintain and evaluate OH&S system
FPPOHS4A	Establish OH&S system

FPPPLN3A	Plan a complex activity
FPPPRM1B	Undertake preventative maintenance
FPPPRS3A	Troubleshoot and rectify pulp and paper systems
FPPQAS4A	Oversee quality assurance process
PMLSAMP400B	Obtain representative samples in accordance with sampling plan
PMLTEST300B	Perform basic tests
PMLTEST303B	Prepare working solutions
TAAASS403B	Develop assessment tools
TAACMQ501B	Develop training and/or assessment organisational policies and procedures
TAADEL301C	Provide training through instruction and demonstration of work skills
TAADEL401B	Plan and organise group-based delivery
TAADEL402B	Facilitate group-based learning
TAADES402B	Design and develop learning programs
These 3 units count as one elective	
TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS404B	Participate in assessment validation

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> Convey information which may be complex or technical or involves a change to familiar process, to people who may not have a technical background
Teamwork	<ul style="list-style-type: none"> Use facilitation skills to ensure participation from all group members Counsel team members on work and related matters affecting work performance Provide information about identified hazards and the outcomes of risk assessment and risk control procedures to members of the work group Provide an opportunity for all members of the work group to contribute to OH&S issues Assist others to solve problems, and plan and implement chosen solutions
Problem-solving	<ul style="list-style-type: none"> Demonstrate conflict resolution techniques Demonstrate participative problem-solving techniques

	to resolve workplace problems
	<ul style="list-style-type: none"> • Resolve or progress issues in complex and/or hostile environments • Calculate each measure: percentages, ratios, proportions • Identify situations in which calculations are used • Calculate amount and percentage of variation • Identify options to rectify quality assurance problems • Implement appropriate action to rectify problems • Evaluate action against determined criteria • Identify the problem and the appropriate problem-solving technique for the problem
Initiative and enterprise	<ul style="list-style-type: none"> • Conduct and report hazard assessments within the work area
Planning and organising	<ul style="list-style-type: none"> • Identify the critical points in the process system • Apply organisation's OH&S consultation procedures within the work area • Monitor and report resource allocation in relation to OH&S issues within the work area to designated personnel according to organisation procedure • Devise and implement logical and efficient plans to solve complex problems
Learning	<ul style="list-style-type: none"> • Convey workplace information such as work instructions, in a way that facilitates learning by others • Identify OH&S training requirements of members of the group
Technology	<ul style="list-style-type: none"> • Explain the importance of maintaining equipment and instrument calibration

FPP50101 Diploma in Pulp and Paper Industry Operations

Qualification Notes

Packaging Rules

A total of 15 units of competency must be completed.

Qualification

Requirements

Assessment must be conducted in accordance with the Assessment Guidelines.

Compulsory Unit

Field	Unit Code	Unit Name
OH&S	FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area
Communication	FPPCOM4A	Engage in complex workplace communication
Numeracy	FPPNUM3A	Calculate basic performance measures
Quality	FPPQAS3A	Co-ordinate in process quality assurance
Problem solving	FPPPRS2A	Solve problems in the workplace (advanced)
	FPPPRS3A	Troubleshoot and rectify pulp and paper systems
	FPPPLN3A	Plan a complex activity
	BSBMGT502B	Manage people performance
	BSBMGT515A	Manage operational plan
	BSBOHS509A	Ensure a safe workplace
	BSBWOR501A	Manage personal work priorities and professional development
	BSBWOR502A	Ensure team effectiveness
	Any three of the following must be achieved	
	BSBCUS501A	Manage quality customer service
Elective	BSBINM501A	Manage an information or knowledge management system
	BSBINN502A	Build and sustain an innovative work environment
	BSBLED501A	Develop a workplace learning environment
	BSBMGT516A	Facilitate continuous improvement
	FPPNUM4A	Calculate and analyse production and financial performance
	FPPOHS3B	Maintain and evaluate OH&S system
	FPPOHS4A	Establish OH&S system
	FPPQAS4A	Oversee quality assurance process
	TAAASS403B	Develop assessment tools
	TAACMQ501B	Develop training and/or assessment organisational policies and procedures
	TAACMQ503B	Lead and conduct training and/or assessment evaluations
	TAADEL301C	Provide training through instruction and

	demonstration of work skills
TAADEL401B	Plan and organise group-based delivery
TAADEL402B	Facilitate group-based learning
TAADES402B	Design and develop learning programs
TAADES501B	Design and develop learning strategies
TAATAS501B	Undertake organisational training needs analysis

These 3 unit count as one elective

TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS404B	Participate in assessment validation

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • Interpret relevant verbal and written information • Convey information which may be complex or technical or involves a change to familiar process to people who may not have a technical background
Teamwork	<ul style="list-style-type: none"> • Consult with staff and to promote a safe workplace • Use facilitation skills to ensure participation from all group members • Counsel team members on work and related matters affecting work performance • Mentor and coach team members • Explain team goals, address team conflict and build an environment of trust
Problem-solving	<ul style="list-style-type: none"> • Demonstrate conflict resolution techniques • Demonstrate participative problem-solving techniques to resolve workplace problems • Calculate each measure: percentages, ratios, proportions • Calculate amount and percentage of variation • Deal with complex and non-routine difficulties
Initiative and enterprise	<ul style="list-style-type: none"> • Estimate variation from specification • Allocate and manage financial resources • Analyse relevant workplace data in order to identify hazards, and to assess and control risks
Planning and organising	<ul style="list-style-type: none"> • Identify and implement operational procedures • Develop a plan for a complex activity from information provided, incorporating technical, quality and time requirements, which is capable of appropriate results • ensure a planned and objective approach to the performance management system • Keep team on track and focussed on work outcomes

- | | |
|-----------------|---|
| Self management | • Set and achieve priorities |
| Learning | • Convey workplace information such as work instructions in a way that facilitates learning by others |
| | • Work with people with poor performance |
| Technology | • Explain product grade and process adjustment procedures |
| | • Use technology to assist work performance |
| | • Use software to produce and monitor the plan against performance indicators |
| | • Store and retrieve relevant workplace data |

Assessment Guidelines

Introduction

These Assessment Guidelines provide the endorsed framework for assessment of units of competency in this Training Package. They are designed to ensure that assessment is consistent with the AQTF 2007. Assessments against the units of competency in this Training Package must be carried out in accordance with these Assessment Guidelines.

Assessment System Overview

This section provides an overview of the requirements for assessment when using this Training Package, including a summary of the AQTF 2007 requirements; licensing/registration requirements; and assessment pathways.

Benchmarks for Assessment

Assessment within the National Skills Framework is the process of collecting evidence and making judgments about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

In the areas of work covered by this Training Package, the endorsed units of competency are the benchmarks for assessment. As such, they provide the basis for nationally recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

Australian Quality Training Framework Assessment Requirements

Assessment leading to nationally recognised AQF qualifications and Statements of Attainment in the vocational education and training sector must meet the requirements of the AQTF as expressed in the AQTF 2007 *Essential Standards for Registration*.

The AQTF 2007 *Essential Standards for Registration* can be downloaded from <www.training.com.au/aqtf2007>. The following points summarise assessment requirements.

Registration of Training Organisations

Assessment must be conducted by, or on behalf of, an RTO formally registered by a State or Territory Registering/Course Accrediting Body in accordance with the AQTF 2007 *Essential Standards for Registration*. The RTO must have the specific units of competency and/or AQF qualifications on its scope of registration.

Quality Training and Assessment

Each RTO must provide quality training and assessment across all its operations. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

Assessor Competency Requirements

Each person involved in training, assessment or client service must be competent for the functions they perform. See the AQTF 2007 *Essential Standards for Registration*, Standard 1, for assessor (and trainer) competency requirements.

Assessment Requirements

The RTOs assessments, including RPL, must meet the requirements of the relevant endorsed Training Package. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

Assessment Strategies

Each RTO must have strategies for training and assessment that meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry stakeholders. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

National Recognition

Each RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO. See the AQTF 2007 *Essential Standards for Registration*, Condition of Registration 7: Recognition of qualifications issued by other RTOs.

Access and Equity and Client Outcomes

Each RTO must adhere to the principles of access and equity and maximise outcomes for its clients. See the AQTF 2007 *Essential Standards for Registration*, Standard 2.

Monitoring Assessments

Training and/or assessment provided on behalf of the RTO must be monitored to ensure that it is in accordance with all aspects of the Essential Standards for Registration. See the AQTF 2007 *Essential Standards for Registration*, Standard 3.

Recording Assessment Outcomes

Each RTO must manage records to ensure their accuracy and integrity. See the AQTF 2007 *Essential Standards for Registration*, Standard 3.

Issuing AQF Qualifications and Statements of Attainment

Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the current AQF Implementation Handbook and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). See the AQTF 2007 and the 2007 edition of the AQF Implementation Handbook—available on the AQFAB website <www.aqf.edu.au>.

Licensing/Registration Requirements

This section provides information on licensing/registration requirements for this

Training Package, with the following important disclaimer.

The developers of this Training Package, and DEST, consider that no licensing or registration requirements apply to RTOs, assessors or candidates with respect to this Training Package. Contact the relevant State or Territory Department(s) to check if there are any licensing or registration requirements with which you must comply. For further information on this topic contact <http://www.forestworks.com.au>

This section provides information on licensing/registration requirements for this Training Package, with the following important disclaimer.

Licensing and registration requirements that apply to specific industries, and vocational education and training, vary between each State and Territory, and can regularly change. The developers of this Training Package, and DEST, consider that the licensing/registration requirements described in this section apply to RTOs, assessors or candidates with respect to this Training Package. While reasonable care has been taken in its preparation, the developers of this Training Package and DEST cannot guarantee that the list is definitive or accurate at the time of reading; the information in this section is provided in good faith on that basis.

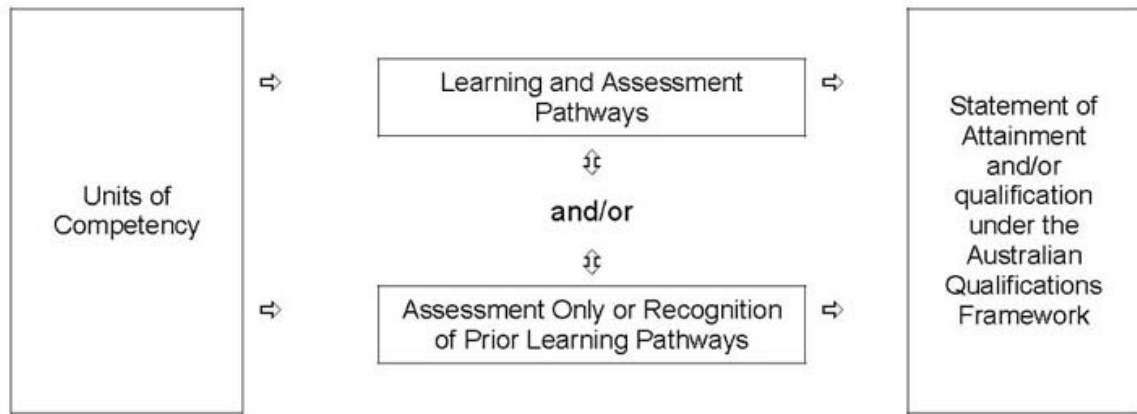
Contact the relevant State or Territory Department(s) to check if the licensing/registration requirements described below still apply, and to check if there are any others with which you must comply. For further information contact

Pathways

The competencies in this Training Package may be attained in a number of ways including through:

- formal or informal education and training
- experiences in the workplace
- general life experience, and/or
- any combination of the above.

Assessment under this Training Package leading to an AQF qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram.



Each of these assessment pathways leads to full recognition of competencies held - the critical issue is that the candidate is competent, not how the competency was acquired.

Assessment, by any pathway, must comply with the assessment requirements set out in the Assessment Guidelines of the Training Package and the AQTF 2007.

Learning and Assessment Pathways

Usually, learning and assessment are integrated, with assessment evidence being collected and feedback provided to the candidate at anytime throughout the learning and assessment process.

Learning and assessment pathways may include structured programs in a variety of contexts using a range of strategies to meet different learner needs. Structured learning and assessment programs could be: group-based, work-based, project-based, self-paced, action learning-based; conducted by distance or e-learning; and/or involve practice and experience in the workplace.

Learning and assessment pathways to suit Australian Apprenticeships have a mix of formal structured training and structured workplace experience with formative assessment activities through which candidates can acquire and demonstrate skills and knowledge from the relevant units of competency.

Assessment-Only or Recognition of Prior Learning Pathway

Competencies already held by individuals can be formally assessed against the units of competency in this Training Package, and should be recognised regardless of how, when or where they were achieved.

In an assessment-only or Recognition of Prior Learning (RPL) pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor, such as in the compilation of portfolios; or directed by the assessor, such as through observation of workplace performance and skills application, and oral and/or written assessment. Where the outcomes of this process indicate that the candidate is competent, structured training is not required. The RPL requirements of the AQTF 2007 must be met (Standard 1).

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This

evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, and work samples. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the relevant endorsed unit of competency)
- reliable (shows that the candidate consistently meets the endorsed unit of competency)
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency), and
- sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

The assessment only or recognition of prior learning pathway is likely to be most appropriate in the following scenarios:

- candidates enrolling in qualifications who want recognition for prior learning or current competencies
- existing workers
- individuals with overseas qualifications
- recent migrants with established work histories
- people returning to the workplace, and
- people with disabilities or injuries requiring a change in career.

Combination of Pathways

Where candidates for assessment have gained competencies through work and life experience and gaps in their competence are identified, or where they require training in new areas, a combination of pathways may be appropriate.

In such situations, the candidate may undertake an initial assessment to determine their current competency. Once current competency is identified, a structured learning and assessment program ensures that the candidate acquires the required additional competencies identified as gaps.

Assessor Requirements

This section identifies the mandatory competencies for assessors, and clarifies how others may contribute to the assessment process where one person alone does not hold all the required competencies.

Assessor Competencies

The AQTF 2007 specifies mandatory competency requirements for assessors. For information, Standard 1, Element 1.4 from the AQTF 2007 *Essential Standards for Registration* follows:

“1.4 Training and assessment is delivered by trainers and assessors who:

- a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors*
- b) have the relevant vocational competencies at least to the level being delivered or assessed*
- c) continue developing their vocational and training and assessment competencies to support continuous improvements in the delivery of the RTO's services.”*

Designing Assessment Tools

This section provides an overview on the use and development of assessment tools.

Use of Assessment Tools

Assessment tools provide a means of collecting the evidence that assessors use in making judgments about whether candidates have achieved competency.

There is no set format or process for the design, production or development of assessment tools. Assessors may use prepared assessment tools, such as those specifically developed to support this Training Package, or they may develop their own.

Using Prepared Assessment Tools

If using prepared assessment tools, assessors should ensure these are benchmarked, or mapped, against the current version of the relevant unit of competency. This can be done by checking that the materials are listed on the National Training Information Service <www.ntis.gov.au>. Materials on the list have been noted by the National Quality Council as meeting their quality criteria for Training Package support materials.

Developing Assessment Tools

When developing assessment tools, assessors must ensure that they:

- are benchmarked against the relevant unit or units of competency
- are reviewed as part of the continuous improvement of assessment strategies as required under Standard 1 of the AQTF 2007
- meet the assessment requirements expressed in Standard 1 of the AQTF 2007.

A key reference for assessors developing assessment tools is TAA04 Training and Assessment Training Package and the unit of competency TAAASS403A *Develop assessment tools*. There is no set format or process for the design, production or development of assessment materials.

Conducting Assessment

This section details the mandatory assessment requirements and provides information on equity in assessment including reasonable adjustment.

Assessment Requirements

Assessments must meet the criteria set out in the AQTF 2007 Essential Standards for Registration.

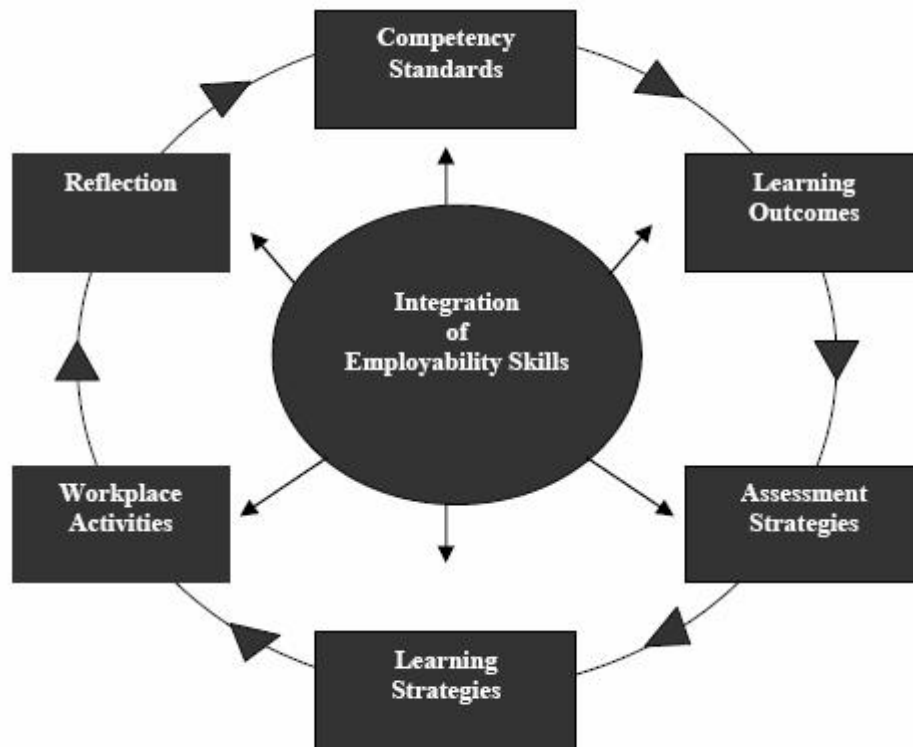
For information, the mandatory assessment requirements from Standard 1 from the AQTF 2007 *Essential Standards for Registration* are as follows:

“1.5 Assessment, including Recognition of Prior Learning:

- a) meets the requirements of the relevant Training Package or accredited course,*
- b) is conducted in accordance with the principles of assessment and the rules of evidence, and*
- c) meets workplace and, where relevant, regulatory requirements.”*

Assessment of Employability Skills

Employability Skills are integral to workplace competency. As such they must be considered in the design, customisation, delivery and assessment of vocational education and training programs in an integrated and holistic way, as represented diagrammatically below.



Employability Skills are embedded and explicit within each unit of competency. Training providers must use Employability Skills information in order to design valid and reliable training and assessment strategies. This analysis could include:

- reviewing units of competency to locate relevant Employability Skills and determine how they are applied within the unit
- analysing the Employability Skills Summary for the qualification in which the unit or units are packaged to help clarify relevant industry and workplace contexts and the application of Employability Skills at that qualification outcome
- designing training and assessment to address Employability Skills requirements.

For more information on Employability Skills in ForestWorks Training Packages go to the ForestWorks website at www.forestworks.com.au

Access and Equity

An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package: training and assessment must be bias-free.

Under the rules for their development, Training Packages must reflect and cater for the increasing diversity of Australia's VET clients and Australia's current and future workforce. The flexibilities offered by Training Packages should enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia's economic development and social and cultural life.

Reasonable adjustments

It is important that education providers take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for students with disability.

Under the *Disability Standards for Education 2005*, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While ‘reasonable adjustment’ and ‘unjustifiable hardship’ are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of students with and without disability.

An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student’s disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship.

See Part 4, Chapter 2 of the *Training Package Development Handbook* (DEST, September 2007) for more information on reasonable adjustment, including examples of adjustments.

Further Sources of Information

The section provides a listing of useful contacts and resources to assist assessors in planning, designing, conducting and reviewing of assessments against this Training Package.

ForestWorks ISC

PO Box 612

NORTH MELBOURNE VIC 3051

Ph: + 61 3 9321 3500

Fax: + 61 3 9321 7800

Email: forestworks@ forestworks.com.au

Web: www. forestworks.com.au

Technical and Vocational Education and Training (TVET) Australia Limited

Level 21, 390 St Kilda Road, Melbourne VIC 3150

PO Box 12211, A'Beckett Street Post Office

MELBOURNE VICTORIA 8006

Ph: +61 3 9832 8100

Fax: +61 3 9832 8198

Email: sales@tvetaustralia.com.au

Web: www.tvetaustralia.com.au

For information on the TAA04 Training and Assessment Training Package contact:

Innovation & Business Skills Australia

Level 2, Building B, 192 Burwood Road

HAWTHORN VIC 3122

Telephone: (03) 9815 7000

Facsimile: (03) 9815 7001

Web: www.ibsa.org.au

Email: virtual@ibsa.org.au

General Resources

Refer to <http://antapubs.dest.gov.au/publications/search.asp> to locate the following publications.

AQF Implementation Handbook, third Edition. Australian Qualifications Framework Advisory Board, 2002, www.aqf.edu.au

Australian Quality Training Framework 2007 (AQTF 2007) - for information and resources go to <www.training.com.au/aqtf2007>

AQTF 2007 Essential Standards for Registration. Training organisations must meet these standards in order to deliver and assess nationally recognised training and issue nationally recognised qualifications. They include three standards, a requirement for registered training organisations to gather information on their performance against three quality indicators, and nine conditions of registration

AQTF 2007 User's Guide to the Essential Standards for Registration. A Users' Guide for training organisations who must meet these standards in order to deliver and assess nationally recognised training and issue nationally recognised qualifications.

AQTF 2007 Standards for Accredited Courses. State and Territory accrediting bodies are responsible for accrediting courses. This standard provides a national operating framework and template for the accreditation of courses.

TAA04 Training and Assessment Training Package. This is available from the Innovation and Innovation & Business Skills Australia (IBSA) Industry Skills Council and can be viewed, and components downloaded, from the National Training Information Service (NTIS).

National Training Information Service, an electronic database providing comprehensive information about RTOs, Training Packages and accredited courses - www.ntis.gov.au

Training Package Development Handbook (DEST, August 2007). Can be downloaded from www.dest.gov.au

Assessment Resources

Training Package Assessment Guides - a range of resources to assist RTOs in developing Training Package assessment materials (originally developed by ANTA with funding from the Department of Education, Training and Youth Affairs) and made up of 10 separate titles, as described at the publications page of www.dest.gov.au. Go to www.resourcegenerator.gov.au/loadpage.asp?TPAG.htm

Printed and/or CD ROM versions of the Guides can be purchased from Technical and Vocational Education and Training (TVET) Australia Limited. The resource includes the following guides:

- Training Package Assessment Materials Kit
- Assessing Competencies in Higher Qualifications
- Recognition Resource
- Kit to Support Assessor Training
- Candidates Kit: Guide to Assessment in New Apprenticeships
- Assessment Approaches for Small Workplaces
- Assessment Using Partnership Arrangements
- Strategies for ensuring Consistency in Assessment
- Networking for Assessors
- Quality Assurance Guide for Assessment

An additional guide 'Delivery and Assessment Strategies' has been developed to complement these resources.

Assessment Tool Design and Conducting Assessment

VETASSESS & Western Australian Department of Training and Employment 2000, *Designing Tests - Guidelines for designing knowledge based tests for Training Packages*.

Vocational Education and Assessment Centre 1997, *Designing Workplace Assessment Tools, A self-directed learning program*, NSW TAFE.

Manufacturing Learning Australia 2000, *Assessment Solutions*, Australian Training Products, Melbourne.

Rumsey, David 1994, *Assessment practical guide*, Australian Government Publishing Service, Canberra.

Assessor Training

Australian Committee on Training Curriculum (ACTRAC) 1994, *Assessor training program - learning materials*, Australian Training Products, Melbourne.

Australian National Training Authority, *A Guide for Professional Development*, ANTA, Brisbane.

Australian Training Products Ltd *Assessment and Workplace Training, Training Package - Toolbox*, ATPL Melbourne (available from TVET).

Green, M, et al. 1997, *Key competencies professional development Package*, Department for Education and Children's Services, South Australia.

Victorian TAFE Association 2000, *The professional development CD: A learning tool*, VTA, Melbourne.

Assessment System Design and Management

Office of Training and Further Education 1998, *Demonstrating best practice in VET project - assessment systems and processes*, OTFE (now OTTE) Victoria.

Toop, L., Gibb, J. & Worsnop, P. *Assessment system designs*, Australian Government Publishing Service, Canberra.