



**Australian Government**

# **AMPOPR301 Follow and implement an established work plan**

**Release: 1**

# AMPOPR301 Follow and implement an established work plan

## Modification History

| Release   | Comments                                                                                |
|-----------|-----------------------------------------------------------------------------------------|
| Release 1 | This version released with AMP Australian Meat Processing Training Package Version 8.0. |

## Application

This unit describes the skills and knowledge required to complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available procedures and advice. Work plans may need to be modified with supervisor/team leader agreement to suit changing conditions and priorities.

This unit applies to individuals who work in quality assurance or team leader roles in the meat processing industry. In these roles, workers implement a wide variety of work plans such as schedules, work instructions, customer orders and daily plans. They are required to interpret, prioritise, communicate and implement plans in a team environment.

Work and tasks may be allocated through managers, supervisors, work schedules or plans. They may be individual tasks and jobs or team function work schedules.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, food and meat safety regulations, legislation and standards that apply to the workplace.

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

## Pre-requisite Unit

Nil

## Unit Sector

Operational (OPR)

## Elements and Performance Criteria

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

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                    |
| 1. Plan and prepare for work                     | 1.1 Identify work activities and requirements from work schedules and/or supervisory staff<br>1.2 Identify and plan team tasks<br>1.3 Identify and plan work activities for individual/s<br>1.4 Prioritise work activities as directed                                                                                                                                                                                                                    |
| 2. Organise daily work activities                | 2.1 Assign tasks to individuals and/or team<br>2.2 Locate and communicate relevant standard operating procedures (SOPs) and work instructions<br>2.3 Identify health and safety hazards and risks, and implement controls<br>2.4 Identify regulatory and food safety requirements for tasks                                                                                                                                                               |
| 3. Monitor work plan                             | 3.1 Undertake work tasks according to work schedule<br>3.2 Monitor work to ensure compliance with schedule and workplace procedures<br>3.3 Identify and address routine issues as they arise<br>3.4 Record work activities, following workplace requirements                                                                                                                                                                                              |
| 4. Modify work plan                              | 4.1 Identify changing needs and/or conditions<br>4.2 Identify the safety and production implications of changes<br>4.3 Seek assistance from relevant personnel when difficulties arise<br>4.4 Review tasks and priorities in line with changing needs and/or conditions with a change of instruction from appropriate personnel<br>4.5 Update work plan, taking safety and production implications into account, and communicate to appropriate personnel |

## Foundation Skills

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

| Skill | Description |
|-------|-------------|
|-------|-------------|

| Skill              | Description                                                                                                                                                                                     |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading            | <ul style="list-style-type: none"><li>Access and interpret work instructions, standard operating procedures and relevant regulatory requirements</li></ul>                                      |
| Writing            | <ul style="list-style-type: none"><li>Keep work records using paper-based and/or digital formats</li></ul>                                                                                      |
| Oral communication | <ul style="list-style-type: none"><li>Provide clear instructions</li><li>Interact effectively with individuals who have different work styles, aspirations, cultures and perspectives</li></ul> |
| Numeracy           | <ul style="list-style-type: none"><li>Schedule work to meet required timeframes</li></ul>                                                                                                       |

## Unit Mapping Information

| Code and title current version                          | Code and title previous version                       | Comments                                                                                                                                                            | Equivalence status |
|---------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| AMPOPR301 Follow and implement an established work plan | AMPX308 Follow and implement an established work plan | Unit sector code updated<br>Performance Criteria clarified<br>Foundation Skills added<br>Performance Evidence, Knowledge Evidence and Assessment Conditions revised | Not equivalent     |

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>