Australian Government

FBPOPR1015 Participate effectively in a workplace environment

Release: 1

FBPOPR1015 Participate effectively in a workplace environment

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to participate effectively in a workplace environment.

This unit applies to individuals in any work environment who work under direct supervision. This unit serves as an introduction to the responsibilities of the worker, and the products and processes of the company.

All work must be carried out to comply with workplace procedures according to state/territory health and 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Obtain information about the industry	1.1 Access sources of information about the industry and sector 1.2 Collect information to assist effective and safe work performance within the industry 1.3 Identify employment terms and conditions 1.4 Identify career pathways within the industry

© Commonwealth of Australia, 2023 Skills Impact

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Follow employment requirements	2.1 Identify industry developments in the workplace context that could be used to improve quality, productivity and conditions 2.2 Confirm that work practices comply with codes of practice and workplace expectations within level of responsibility 2.3 Identify contribution of own work role to organisational outputs 2.4 Ensure that dress and personal requirements comply with workplace standards 2.5 Observe punctuality in work attendance according to workplace procedures 2.6 Meet employer expectations through completion of workplace routines and specific instructions
3. Accept responsibility for quality of own work	3.1 Keep personal work space in a well-organised and safe condition 3.2 Adhere to the workplace code of conduct 3.3 Detect variations in the quality of service or products from required standards, and report as required
4. Plan and conduct own work	4.1 Follow instructions from supervisor and relevant staff 4.2 Apply industry and safe work practices to day-to-day work activities 4.3 Assess work load and prioritise within allocated timeframes 4.4 Check the availability of materials and equipment to ensure they are consistent with work schedules and the requirements of the task 4.5 Communicate clearly, to the appropriate person, the need for assistance to improve performance
5. Promote workplace cooperation	5.1 Undertake responsibilities and duties in a positive manner to promote cooperation and good relationships 5.2 Conduct cooperation with others in a courteous manner, appropriate to culture, special needs and linguistic background, and position in the organisation 5.3 Recognise problems and conflict, and resolve through personal communication where possible, or refer to a supervisor, manager or employer for resolution
6. Contribute to a productive work	6.1 Share information relevant to work with co-workers to ensure designated work goals are met

© Commonwealth of Australia, 2023 Skills Impact

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
environment	6.2 Share knowledge and skills with co-workers through conversations and meetings 6.3 Recognise and seek contributions of individuals of different gender and social and cultural backgrounds 6.4 Ensure work is consistent with workplace standards relating to antidiscrimination and workplace harassment

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
Learning	• Recognise and seek guidance to correct simple problems
Reading	• Interpret simple work instructions, standard operating procedures and information about the industry
Writing	• Update workplace logs
Oral communication	• Ask simple questions to clarify understanding of instruction or information • Interact effectively with other staff members

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1015 Participate effectively in a workplace environment	FBPOPR1007 Participate effectively in a workplace environment	Application of unit clarified Minor changes to Performance Criteria Foundation Skills refined Performance Evidence and	Equivalent

© Commonwealth of Australia, 2023 Skills Impact

Code and title current version	Code and title previous version	Comments	Equivalence status
		Knowledge Evidence clarified Minor changes to Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

© Commonwealth of Australia, 2023 Skills Impact