



Australian Government

FBPPPL3003 Participate in improvement processes

Release: 1

FBPPPL3003 Participate in improvement processes

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to participate in performance improvement processes that involve systematic analysis of performance to identify and propose opportunities for improvement.

The unit applies to individuals who work under broad direction and have scope to investigate and participate in improvement processes, where structured analysis and investigation is required.

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

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify opportunities for improvement	1.1 Identify barriers to good practice or optimal performance 1.2 Define scope of issue or problem to be addressed
2. Identify information requirements	2.1 Identify data required to investigate improvement opportunity 2.2 Select appropriate data collection methods 2.3 Identify additional resources available to support investigation

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Analyse the issue or problem	3.1 Select and apply techniques required to investigate nature of issue or problem 3.2 Assess the detail of the issue or problem 3.3 Identify and appraise possible causes 3.4 Determine and assess options for improvement
4. Recommend options for improvement	4.1 Consolidate and clarify preferred options 4.2 Present recommendations in formats appropriate to the issue and the audience 4.3 Ensure recommendations are consistent with data collected and analyses
5. Participate in implementing improvement proposals	5.1 Support improvement trials 5.2 Evaluate and refine improvement proposals against organisational objectives 5.3 Contribute to the development of new operating procedures or processes 5.4 Implement and communicate operating procedures or processes to reflect improved practices 5.5 Monitor improvement in performance

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
Oral communication	Use clear language and concepts, and tone and pace, appropriate for the audience and purpose when discussing and communicating improvements
Get the work done	Respond to predictable routine problems and implement standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3003 Participate in improvement processes	FDFPPL3001A Participate in improvement processes	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>