



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP1007A Participate effectively in a workplace environment

Revision Number: 1

FDFOP1007A Participate effectively in a workplace environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to participate effectively in a workplace environment.
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Application of the Unit

Application of the unit	This unit has application in any work environment and serves as an introduction to the responsibilities of the worker and the products and processes of the company.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Carry out responsibilities in accordance with workplace policies and procedures</p>	<p>1.1. Information on conditions of employment, company policies and procedures is identified 1.2. Policies and procedures are applied when carrying out work role 1.3. Work is conducted in accordance with workplace environmental guidelines</p>
<p>2. Identify and locate company product and processes</p>	<p>2.1. Company product range is identified 2.2. Production/packaging stages and processes carried out on site are identified and located</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify and access information on conditions of employment and workplace policies and procedures (information may be provided in print, audio-visual and/or verbal formats)
- locate workplace amenities and facilities relevant to work responsibilities
- identify and locate materials/storage areas in the workplace, relevant to work role, such as locating tank farms and other bulk storage locations and identifying special storage conditions (e.g. hazardous goods and temperature controlled stores areas)
- identify and locate production and packing processes/main work areas in the workplace
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- workplace structure and key personnel
- rights and responsibilities of employees as defined in employment conditions
- company policies and procedures relating to work responsibilities, including areas covered by legislation and related responsibilities
- appropriate personal conduct in a work area, including minimum clothing and personal hygiene standards when entering and moving around a food processing area in order to protect both employees and product safety, and behaving appropriately towards others in the work area
- industrial representation arrangements
- site security arrangements, including responsibility to report when coming on and off site
- site layout, including main facilities, such as canteens, parking areas, storage areas, processing and packing areas and location of emergency exits and assembly areas
- the main products/product range produced in the workplace
- stages and processes used to manufacture and package products
- personal reporting roles and responsibilities

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • identify expectations and responsibilities of the work role • identify organisational products and processes • identify location of operations.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • advice on work roles and responsibilities • advice on workplace policies, codes of practice, procedures, structure and personnel • advice on conditions of employment and entitlements • site maps • workplace access.
<p>Method of assessment</p>	<p>This unit should be assessed together with other units of competency relevant to the work role.</p>
<p>Guidance information for assessment</p>	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Policies and procedures	<p>Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements. When applied to the pharmaceutical industry, relevant Good Manufacturing Practice (GMP) codes apply and reference to food safety is replaced by GMP</p>
Company policies and procedures	<p>Company policies and procedures referred to are additional to those covered by OHS, quality, food safety and environmental competency standards. They include:</p> <ul style="list-style-type: none"> • codes of practice and general employment policies and procedures in areas, such as sexual harassment • equal employment opportunity (EEO)/affirmative action • anti-discrimination • racial vilification • workplace bullying
Conditions of employment	<p>Conditions of employment typically include:</p> <ul style="list-style-type: none"> • pay and conditions • leave arrangements • reporting and timekeeping responsibilities • terms of employment, including permanent, casual and probationary periods • disciplinary procedures • staff facilities and amenities
Key personnel	<p>Key personnel may include but are not limited to:</p> <ul style="list-style-type: none"> • human resource personnel responsible for recruitment, training, pay and conditions issues • relevant site and operations managers • supervisors/team leaders

RANGE STATEMENT	
	<ul style="list-style-type: none"> • industrial/work area representatives

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		