



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT4203B Plan and coordinate product assembly

Release: 1

FPICOT4203B Plan and coordinate product assembly

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to plan the production of timber products, coordinate assembly processes and monitor output and distribution

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPICOT4203A Plan and coordinate product assembly

Application of the Unit

Application of the unit

The unit involves planning and coordinating product assembly in a forest products factory setting

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan product assembly	<p>1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to planning and coordinating product assembly are identified and followed</p> <p>1.2. <i>Production orders</i> and product <i>assembly schedules</i> are set and communicated to personnel</p> <p>1.3. <i>Construction plans</i> and <i>jig</i> requirements are interpreted</p> <p>1.4. <i>Products</i> to be assembled and assembly techniques are explained to production personnel</p> <p>1.5. <i>Componentry</i> and required <i>material</i> availability are identified and monitored</p> <p>1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Monitor product assembly	<p>2.1. Product assembly procedures are reviewed for suitability to planned schedule</p> <p>2.2. Assembly processes are monitored for effectiveness of equipment and componentry</p> <p>2.3. Assistance is provided to personnel to evaluate components and assembly problems</p> <p>2.4. Product management and <i>output</i> are monitored to record possible process improvements</p> <p>2.5. Product assembly, major problems and equipment faults are investigated, <i>recorded and reported</i> in line with site requirements</p>
3. Coordinate product assembly	<p>3.1. Assembly operations and output are monitored to record and action possible process improvements, based on construction plans, components and material being used</p> <p>3.2. Modifications are made to assembly procedures or schedules to ensure optimum performance, which are then communicated to personnel</p> <p>3.3. Assembly improvement modifications are documented in line with site procedures</p> <p>3.4. Production output details are obtained and recorded in line with site requirements</p> <p>3.5. Completed products are checked and directed to <i>storage</i> or transferred to <i>transportation</i> for despatch</p> <p>3.6. Operating logs and product assembly records are completed and maintained to site standards</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Required skills

- Technical skills sufficient to use and maintain relevant tools, machinery and equipment; plan and coordinate product assembly; adjust assembly procedures in line with output requirements
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others
- Literacy skills sufficient to record and report workplace information; maintain documentation
- Numeracy skills sufficient to measure, estimate and calculate time required to complete a task
- Problem solving skills sufficient to identify problems and equipment faults; demonstrate appropriate response procedures

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards and codes of practice relevant to the full range of processes for planning and coordinating product assembly
- Environmental protection requirements, including the safe disposal of waste material, the minimisation of carbon emissions, and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for planning and coordinating product assembly
- Environmental risks and hazards
- Using energy effectively and efficiently
- Construction plans for the production of timber products, including dimensions, component requirements and material specifications
- Assembly sequences
- Production scheduling
- Componentry and material
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their safe use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

Evidence Guide

EVIDENCE GUIDE

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.

Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently plan and coordinate product assembly in line with organisational requirements

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to planning and coordinating product assembly
- following organisational policies and procedures relevant to planning and coordinating product assembly
- planning and coordinating product assembly for the enterprise
- modifying production and schedules for product assembly within the enterprise
- coordinating personnel to follow planning, communications and scheduling for product assembly

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

EVIDENCE GUIDE

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

Range Statement

RANGE STATEMENT

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.

RANGE STATEMENT

OHS requirements:

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling including shifting, lifting and carrying

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices

Legislative requirements:

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

Organisational requirements may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement

RANGE STATEMENT

	processes and standards
	<ul style="list-style-type: none">• OHS, emergency and evacuation procedures• ethical standards• recording and reporting requirements• equipment use, maintenance and storage requirements• environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
Production order is to include:	<ul style="list-style-type: none">• instructions for the assembly and despatch of timber and timber products from the work site
	and may include:
	<ul style="list-style-type: none">• construction plans or drawings• type of product• size• quantity• grade
Assembly schedules	are estimated output and number of products to be assembled in a set time period, based on customer and production orders
Construction plans	are drafted or computer-generated product plans complete with dimensions, component requirements and material specifications
Jigs	are enterprise manufactured templates that assist in the positioning of components during the assembly process
Products may include:	<ul style="list-style-type: none">• pallets• crates• trellises• trusses• stairs• doors• windows• frames• beams
Componentry	is sections of timber or timber product that have been pre-cut in readiness for assembly and have been cut to follow the construction plans and cutting list

RANGE STATEMENT

Material may include:

hardware such as:

- nailing plates
- gang nails
- nail gun nails
- staples

Communication may include:

- verbal and non-verbal language
- constructive feedback
- active listening
- questioning to clarify and confirm understanding
- use of positive, confident and cooperative language
- use of language and concepts appropriate to individual social and cultural differences
- control of tone of voice

Output is to include:

- type
- speed
- finish
- dimensional consistency
- quality

Records and reports may include:

- planning and monitoring outcomes
- operating logs
- production records
- material movement
- despatch outcomes
- storage locations
- quality outcomes
- hazards
- incidents
- equipment malfunctions

and may be:

- manual
- a computer-based system
- other appropriate organisational communication system

Storage may include:

- storage racks
- storage bays
- bins
- stacks

RANGE STATEMENT

- pallet boxes
- modularised storage components
- temporary stacking bays (stand, frame or ground)

and may be divided into:

- standard product classification
- product designation
- size
- dimension
- stack number
- weight
- grade
- shelf life
- stock rotation position

Transportation may include:

- trucks
- vans
- ships
- trains

Unit Sector(s)

Not Applicable

Competency field

Competency field Common Technical