



Australian Government

Department of Education, Employment and Workplace Relations

FPIFGM3203B Conduct an instrument survey

Release: 1

FPIFGM3203B Conduct an instrument survey

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to plan, monitor and implement an instrument survey for a range of survey purposes. The unit includes evaluation of the survey and reporting of outcomes

Compliance with licensing, legislative, regulatory or certification requirements may be required in various jurisdictions

This unit replaces FPIFGM3203A Conduct an instrument survey

Application of the Unit

Application of the unit

The unit involves conducting an instrument survey in a forest environment

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 instrument survey	1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i> , <i>legislative</i> and <i>organisational requirements</i> relevant to conducting an instrument survey are identified and followed 1.2. Site <i>environmental protection measures</i> are adhered to in line with relevant legislation and regulations 1.3. <i>Survey purpose</i> and specifications are identified and checked as required with <i>appropriate personnel</i> 1.4. <i>Relevant information</i> is obtained, interpreted and analysed for impact on current survey 1.5. <i>Survey tools</i> , equipment and personnel requirements are coordinated and scheduled 1.6. Permit or licence requirements are identified and organised in line with organisational requirements 1.7. Survey method/s is <i>selected</i> and instrument survey is planned, scheduled and communicated to appropriate personnel 1.8. <i>Communication</i> with others is established and maintained in line with OHS requirements
2. Implement and monitor instrument survey	2.1. Instrument survey is conducted in line with work order, and environmental and OHS requirements 2.2. Individuals, bodies and groups are consulted as required during survey activity 2.3. Survey procedures are systematically monitored to ensure survey specifications are being met in line with survey plan 2.4. Survey plan is modified as required in response to equipment, personnel, site condition changes and environmental requirements 2.5. Routine checks are conducted to ensure survey documentation and data are accurately and continuously recorded and completed 2.6. Regular communication with survey personnel is maintained to ensure continuous workflow and progress 2.7. Survey progress is routinely reviewed to ensure and maintain efficient options, and hazards or impediments to the survey are promptly rectified
3. Review instrument survey	3.1. Survey documentation and data are compiled and organised for review

ELEMENT**PERFORMANCE CRITERIA**

- 3.2. Map or plan is prepared in line with survey purpose requirements
- 3.3. *Survey report* is prepared in appropriate format and processed in line with organisational guidelines
- 3.4. Evaluation of survey plan and processes is undertaken and documented for use in reviewing and revising future instrument surveys
- 3.5. Instrument survey outcomes are *recorded and reported* in line with site procedures and organisational requirements

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, equipment and materials; develop, modify and assign suitable checking and maintenance procedures; read and interpret maps and undertake geographical orientation in the field; plan, coordinate and schedule tools, equipment and personnel requirements appropriate to work requirements
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and people external to the organisation
- Literacy skills sufficient to record and report workplace information; maintain documentation; interpret, apply and convey information in written, diagrammatic and verbal form; read and interpret survey documentation and data
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task; interpret numerical data
- Problem solving skills sufficient to identify problems and arrange appropriate corrective action

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for conducting an instrument survey
- Environmental protection requirements, including the safe disposal of waste material and returning the environment to its original or near to original condition on completion of activity
- Organisational and site standards, requirements, policies and procedures for

REQUIRED SKILLS AND KNOWLEDGE

- conducting an instrument survey
- Environmental risks and hazards
- Role of wood or waste products in generating renewable energy through biomass
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Survey techniques and tools
- Safety issues and hazards associated with undertaking boundary surveys
- Methods of navigating and geographically orienting in the field
- 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, implement and monitor an instrument survey 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 conducting an instrument survey
- following organisational policies and procedures relevant to conducting an instrument survey
- communicating and following safe work practices
- planning and coordinating instrument survey processes and implementing an instrument plan
- monitoring the collection of survey documentation and data, and preparing a survey report

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

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and

EVIDENCE GUIDE

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. **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.

OHS requirements: are to be in line with applicable commonwealth, state or territory legislation and regulations, and

RANGE STATEMENT

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
- legislation
- organisational policies and procedures
- workplace practices

Environmental requirements may include:

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 processes and standards
- OHS, emergency and evacuation procedures

RANGE STATEMENT

- ethical standards
 - recording and reporting requirements
 - equipment use, maintenance and storage requirements
 - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Environmental protection measures** may include:
- ground growth
 - canopy
 - general forest lean
 - wind speed and direction
 - fallen trees
 - density of trees
 - ground slope
 - soil and water protection
 - ground hazards
 - obstacles
- Survey purpose** may be:
- to lay out a road line
 - to mark boundaries, such as establishment boundaries and forest area boundaries
 - for assessment
 - to lay out planting rows
 - for site design
 - for drainage design
- Appropriate personnel** may include:
- supervisors
 - suppliers
 - clients
 - colleagues
 - managers
 - neighbouring landholders
 - local authorities
 - environmental agencies/authorities
- Relevant information** may include:
- details of survey location
 - licence or permit requirements
 - previous site and boundary surveys
 - plans and maps
- Survey tools** may include:
- tape
 - hammer
 - pegs and pins
 - chain

RANGE STATEMENT

- measuring wheel
- global positioning system (GPS)

Selection

of survey method/s is based on consideration of:

- site
- area to be surveyed
- survey purpose
- accuracy requirements

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

Survey report may include:

- difficulties or issues faced
- recommendations for future work results
- costs
- data analysis

Records and reports may include:

- survey purpose
- survey techniques
- survey processes
- evaluation outcomes

and may be:

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

Unit Sector(s)

Not Applicable

Competency field

Competency field

Forest Growing and Management