



Australian Government

Department of Education, Employment and Workplace Relations

FPIFGM3201A Manage seed collection

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit specifies the outcomes required to plan and monitor the implementation of seed collection or sowing programs. The unit includes collection of native and non-native species. Compliance with licensing, legislative, regulatory or certification requirements may be required in various jurisdictions

This unit replaces FPIFGM004A Manage seed collection

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This unit replaces FPIFGM004A Manage seed collection

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in forest and forest products operations of all sizes. The unit applies to a forest environment and involves application of skills and knowledge at a tradesperson level. These skills and knowledge are to be used within the scope of the persons job and authority

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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide

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Elements and Performance Criteria

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Element	Performance Criteria
1 Plan seed collection	<p>1.1 Applicable Occupational Health and Safety (OHS), legislative, organisational requirements and standards relevant to managing seed collection are identified and complied with</p> <p>1.2 Site environmental protection measures are identified and adhered to in accordance with relevant legislation and regulations</p> <p>1.3 Seeding and/or planting program is analysed and required seed characteristics and implementation issues are identified</p> <p>1.4 Seed collection opportunities are identified and a suitable area for seed collection is determined and documented</p> <p>1.5 Method of seed collection is selected and quantity, cost and impacts on provenances and species to be collected are determined and documented</p> <p>1.6 Required approvals are identified, sought and obtained from relevant authorities</p> <p>1.7 Measurable performance indicators, specifications and targets are determined and documented</p> <p>1.8 Seed collection plan and its performance indicators are clearly documented and communicated to</p>

appropriate personnel

- 2 Implement and monitor seed collection
 - 2.1 **Resources** required for seed collection are coordinated and scheduled and required **documentation** is completed clearly and accurately
 - 2.2 Relevant **individuals, bodies and groups** are liaised with as required using appropriate interpersonal techniques
 - 2.3 Seed collection plan is implemented and monitored in accordance with quality standards for seed collection
 - 2.4 Systematic **checks** are carried out to ensure compliance requirements relevant to seed collection activities are adhered to
 - 2.5 Adjustments to seed collection activities are made as required and communicated to appropriate personnel
 - 2.6 **Communication** with others is established and maintained in accordance with OHS requirements
 - 2.7 **Limitations** are identified and assistance sought as required in accordance with workplace procedures
- 3 Review seed collection
 - 3.1 Data and documentation from seed collection is assessed and evaluated to confirm techniques, methodologies and budgets were in accordance with the plan
 - 3.2 Issues and impediments to seed collection activities and program costs are identified and documented
 - 3.3 A cost benefit analysis is prepared and recommendations made based on the analysis of data and identified issues
 - 3.4 Results of seed collection are clearly communicated and disseminated to appropriate personnel
 - 3.5 Seed collection process is **recorded and reported** to the appropriate personnel

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this uni

Required skills include:

comply with legislation, regulations, quality standards, codes of practice and established safe practices and procedures relating to seed collection activities

use and maintain relevant tools, machinery and equipment

identify problems and equipment faults and demonstrate appropriate response procedures

use appropriate communication and interpersonal techniques with colleagues and others including landholders and internal and external bodies and groups

collate and assess information against specified criteria

accurately record and report workplace information, and maintain documentation

supervise operational staff and contractors to achieve specific outcomes

recognise common diseases, pests, and nutrition deficiencies

efficiently and safely manage the extraction of collected material

interpret numerical data and identify quantities and costings

write reports and submissions in appropriate style and format

Required knowledge and understanding includes:

applicable Commonwealth, State or Territory licensing, legislative, regulatory or certification requirements and codes of practice relevant to the full range of processes relating to seed collection operations

organisational and site standards, requirements, policies and procedures relating to seed collection activities

principles of cultural diversity and access and equity

environmental protection requirements,

- including the safe disposal of waste material
- legal training prerequisites and operational requirements for use of the collection method
- established communication channels and protocols
- problem identification and resolution
- flowering biology of the target species
- biological signs which indicate that the seed crop is ready to be collected
- procedures to extract and handle seed from collected material
- handling procedures of the seed crop after picking
- procedures for recording, reporting and maintaining workplace records and information
- treatment and documentation requirements of extracted seed
- collection methods (climbing, removal of branches with rifle, elevated platform vehicles)
- appropriate mathematical procedures for estimation and measurement

KEY COMPETENCIES

These seven key competencies represent generic skills considered necessary for effective participation by an individual in the workplace Performance Level 1 - at this level, the candidate is required to undertake tasks effectively Performance Level 2 - at this level, the candidate is required to manage tasks Performance Level 3 - at this level, the candidate is required to use concepts for evaluating and reshaping tasks

Key Competency	Example of Application	Performance Level
How are ideas and information communicated?	By communicating in simple language to confirm work requirements, convey information to colleagues, and report outcomes relating to seed collection activities	2
How can information be collected, analysed and	By collecting, organising and understanding information	2

organised?	required to plan and implement seed collection operation	
How are activities planned and organised?	By organising and implementing seed collection activities in the correct sequence to complete within the designated timeframes	2
How is team work used?	By using effective communication and interpersonal techniques with colleagues and others to maximise confidence, satisfaction and productivity during seed collection operation	2
How are mathematical ideas and techniques used?	By calculating time to complete tasks, interpreting numerical data and determine quantities and costings	2
How are problem solving skills applied?	By establishing safe and effective seed collection processes which anticipate likely problems to avoid wastage and downtime	2
How is the use of technology applied?	By accessing and locating applicable legislative, regulatory and environmental guidelines relevant to seed collection operation and complete and maintain documentation	2

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Packag

Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can plan and supervise the implementation of seed collection activities within applicable environmental, legislative and organisational guidelines

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

Comply with applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice, including OHS, environmental and organisational policies and procedures, relevant to managing seed collection

Comply with applicable licensing or certification requirements

Communicate effectively using appropriate interpersonal techniques with colleagues and others

Develop measurable performance indicators, specifications and targets and a seed collection plan within specified budgetary guidelines

Coordinate and schedule resources and manage the work of others to achieve specific outcomes

Monitor seed collection operation ensuring relevant quality standards are complied with

Document results from seed collection activities and prepare a report for dissemination to relevant personnel

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 essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context

Assessment is to comply with relevant regulatory or Australian Standards requirements

The following resources should be made available:

workplace location or simulated workplace

materials and equipment relevant to the management of seed collection operations

specifications and work instructions

Method of assessment

Assessment must satisfy the endorsed Assessment Guidelines of the FPI05 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 underpinning knowledge

Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies

Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning 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 in the Performance Criteria is detailed below

OHS requirements are to be in accordance with Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures. Requirements may include:

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

Legislative requirements are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements 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
 heritage and traditional land owner issues

Organisational requirements

may include legal, organisational and site guidelines, quality standards for seed collection, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OHS, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices,

	equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)
Seed	may be of a native or non-native species
Seed collection	work is undertaken in seed orchards, forests, soft and hardwoods, rainforest, understorey plants
Environmental protection measures	<p>may relate to hygiene of the area, relevant national, State and local legislation and regulations</p> <p>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 and obstacles. Measures may also include contingencies for modifying operations during wet or other adverse weather conditions</p>

Seed characteristics	may include provenance, potential growth characteristics, forest types, optimum time to collect, physiology/biology, dormancy, species
Implementation issues	may include scheduling, people and skills involved, materials, hazards, seed quantities and selection
Opportunities	for seed collection may be identified from field observation, organisational and other relevant information
Method	<p>may be selected based on consideration of the geography of the local area, size and type of tree(s), available resources, organisational guidelines</p> <p>of seed collection may include collecting after falling or felling, ladders, climbing, shaking, high-powered rifles, cherry pickers</p>
Impacts	may relate to requirements for genetic diversity, frost, heat, salt hardiness, potential growth characteristics
Approvals	may be required where heritage and other issues may apply to seed collection operation
Plan	may detail organisational terminology, guidelines, plans, budgets, policies and timelines, internal memos, resources (people, materials, equipment)
Appropriate personnel	may include those who will collect the seed (organisational employees, contractors, community groups), clients, colleagues, line management
Resources	may include people, materials, equipment
Documentation requirements	may relate to provenance, seed species and location, identity of collector, weight of seed collected
Individuals, bodies and groups	may include landholders, federal, state, or local government authorities, private individuals

Checks

may include ensuring relevant organisational OHS procedures, practices, policies and precautions are observed and followed, site environmental requirements comply with relevant national, State and local legislation and regulations, performance indicators, targets and specifications are met, the quantity, cost and provenances collected accord with plan specifications, required organisational documentation is completed clearly and accurately

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 and body language

Limitations

may relate to job role and responsibilities, own competency level, industry requirements, own understanding of risk identification processes, own interpretation of legislation, regulations and procedures, complying with OHS requirements

Records and reports

may include difficulties or issues faced, any recommendations for future work, results, costs, collation (of information or documentation), interpret information in a way relevant to workplace requirements, organise and maintain records accurately, utilise a full range of information media (written, printed, oral, electronic, hand goals, visual display units, personal computers)

may be manual, using a computer-based system or another appropriate organisational communication system

Unit Sector(s)

Not applicable.

Competency Field

Forest Growing and Management

Forest Growing and Management