



Australian Government

Department of Education, Employment and Workplace Relations

FPPNUM210A Estimate and calculate basic data

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to estimate and calculate basic data in the pulp and paper industry

General legislation, regulatory, licensing and certification requirements applicable to this unit are detailed in the range statement

Application of the Unit

Application of the unit

This unit applies to persons who estimate and calculate basic data in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- estimate, calculate and record basic workplace data
- use routine measuring equipment, and
- record data

to meet safety, quality and productivity requirements

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. Estimate, calculate and record basic workplace data	1.1. Workplace data is estimated, calculated and recorded within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements 1.2. Calculations are used to meet process points and production requirements 1.3. Product characteristics and process points are measured and variations from standard is calculated 1.4. Addition, subtraction, multiplication and division are used for workplace calculations
2. Use routine measuring instruments	2.1. Routine measuring instruments are used within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 2.2. Measuring instruments are selected and used to accurately measure equipment settings and product characteristics 2.3. Measuring instrument faults are identified and reported to ensure that they are available for subsequent use
3. Record data	3.1. Data is recorded within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 3.2. Results are recorded using standard methods as required 3.3. Incorrect recordings are identified and amended to ensure that faults are rectified

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

- Uses required forms of communication when estimating and calculating basic data
- Records statistical data on standard forms
- Writes numbers accurately and legibly
- Records information accurately in company format
- Reads and interprets required documentation, procedures and reports
- Accesses, navigates and enters computer-based information
- Identifies and actions problems within level of responsibility
- Identifies routine faults in measuring instruments
- Estimates measures using whole numbers and decimals
- Operates instruments to measure dimensions
- Calculates routine measures using arithmetic processes involving:
 - whole numbers
 - fractions
 - decimals
- Calculate results using whole numbers and/or fractions and decimals
- Verifies estimations by relevant calculations

Required knowledge

- Procedures, regulations and legislative requirements relevant to estimating and calculating basic data including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Basic problem-solving techniques consistent with level of responsibility
- Purpose of measuring instruments
- Purpose of recording statistical data

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

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

Evidence should be relevant to the work. It should satisfy the requirements of the elements and performance criteria and include consideration of:

- the required knowledge and skills tailored to the needs of the specific workplace
- applicable OHS regulations, environmental and safe working requirements/practices, SOP and housekeeping requirements
- applicable aspects of the range statement
- practical workplace demonstration of skills in estimating and calculating basic data

Context of and specific resources for assessment

A workplace assessment must be used to assess:

- the application of required knowledge on the job
- the application of skills on the job, over time and under a range of typical conditions that may be experienced in estimating and calculating basic data

Access to the full range of equipment involved in estimating and calculating basic data in a pulp or paper mill is required

Method of assessment

A combination of assessment methods should be used. The following examples are appropriate for this unit:

- observation of applied skills and knowledge on the job
- workplace demonstrations via a mock-up or simulation that replicate part/s of the job
- answers to written or verbal questions about specific skills and knowledge
- third-party reports from relevant and skilled personnel
- written evidence e.g. log sheet entries, checklist entries, test results

Assessment processes and techniques must be culturally appropriate and in keeping with the language

EVIDENCE GUIDE

and literacy capacity of the learner and the work being performed. This includes conducting an assessment in a manner that allows thoughts to be conveyed verbally so that the learner can both understand and be understood by the assessor (e.g. use plain English and terminology used on the job)

A holistic assessment with other units relevant to the pulp and paper industry, mill and job role is recommended

Additional information on approaches to assessment for the pulp and paper industry is provided in the Assessment Guidelines for this Training Package

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.

Arithmetic calculations may include:

- addition
- subtraction
- multiplication
- division
- percentages
- ratios and proportions
- volumes

Product characteristics may include:

- length
- weight
- capacity
- time
- temperature
- moisture

Estimates and calculations may be applied to:

- product characteristics e.g. weight, length, volume
- production tallies

RANGE STATEMENT

- Forms for recording information may include:

 - time
 - statistical process charts
 - production tally sheets
- Manual or electronic calculations may include:

 - percentages
 - proportions
 - ratio
 - results using decimals, simple fractions and whole numbers
- Productivity and efficiency measures may include:

 - delay
 - waste
 - speed
 - tonnage
 - through put
 - asset utilisation
 - machine efficiency
- Legislation, regulatory, licensing and certification requirements may include:

 - OHS and environmental requirements (local, state and commonwealth)
- Documentation, procedures and reports may include:

 - SOP
 - quality procedures
 - environmental sustainability requirements/practices
 - plant manufacturing operating manuals
 - oil or chemical spills and disposal guidelines
 - plant isolation documentation
 - safe work documentation e.g. plant clearance, job safety analysis, permit systems
- Actions may include:

 - process adjustments
 - reporting to authorised person
 - rectifying problem within level of responsibility
- Communications may include interaction with:

 - internal/external customers and suppliers
 - team members
 - production/service co-ordinators
 - maintenance services
 - operational support personnel
 - operational management
 - statutory authorities

RANGE STATEMENT

Forms of communication may include:

- written e.g. log books, emails, incident and other reports, run sheets, data entry
- reading and interpreting documentation e.g. SOP, manuals, checklists, drawings
- verbal e.g. radio skills, telephone, face to face, handover
- non-verbal e.g. hand signals, alarms, observations
- signage e.g. safety, access

Unit Sector(s)

Not Applicable