



Australian Government

Department of Education, Employment and Workplace Relations

FPPNUM430A Calculate and analyse production and financial performance

Release: 1

FPPNUM430A Calculate and analyse production and financial performance

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to calculate and analyse production and financial performance 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 calculate and analyse production and financial performance in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- calculate and compare actual and budget performance
- prepare and analyse data, and
- calculate calibration adjustments

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. Calculate and compare actual and budget performance	<p>1.1. Actual and budget performance is calculated and compared within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements</p> <p>1.2. Costs are calculated and compared with standards or budgets to identify variance from planned performance</p> <p>1.3. Financial results are analysed to identify costs which require particular attention in improving financial performance</p>
2. Prepare and analyse data	<p>2.1. Data is prepared and analysed within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements</p> <p>2.2. Data is consolidated with standard reporting format to report performance and activity</p> <p>2.3. Time series data is interpreted from tables and graphs to identify performance trends</p>
3. Calculate calibration adjustments	<p>3.1. Calibration adjustments are calculated within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements</p> <p>3.2. Mathematical concepts associated with equipment calibration are understood and used to determine adjustment to equipment settings</p> <p>3.3. Calibration calculation is verified by checking the accuracy of the adjustment in the actual work performance</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the skills and knowledge required for this unit.

Required skills

- Uses required forms of communication in calculating and analysing production and

REQUIRED SKILLS AND KNOWLEDGE

financial performance

- Reads and interprets required documentation, procedures and reports
- Accesses, navigates and enters computer-based information
- Identifies and actions problems within level of responsibility
- Determines variation of planned with actual outcomes
- Calculates yield, wastage and productivity
- Calculates variance of cost from budget
- Applies mathematical concepts to determine whether equipment settings require adjustments
- Verifies calibration calculation

Required knowledge

- Procedures, regulations and legislative requirements relevant to calculating and analysing production and financial performance 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 yield, wastage, productivity
- Variation of planned with actual outcomes
- Purpose of comparing cost with budget
- Purpose of the data the company uses to record performance
- Key features of time series data presented in tables and graphs
- Trends illustrated in tables and graphs
- Purpose of calibrating of equipment

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 calculating and analysing production and financial performance

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 calculating and analysing production and financial performance

Access to the full range of equipment involved in calculating and analysing production and financial performance 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

EVIDENCE GUIDE

culturally appropriate and in keeping with the language 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.

Mathematical processes 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

RANGE STATEMENT

	<ul style="list-style-type: none"> • production tallies • time
Forms for recording information may include:	<ul style="list-style-type: none"> • statistical process charts • production tally sheets
Manual or electronic calculations may include:	<ul style="list-style-type: none"> • percentages • proportions • ratio • results using decimals, simple fractions and whole numbers percentages
Productivity and efficiency measures may include:	<ul style="list-style-type: none"> • delay • waste • speed • tonnage • through put • asset utilisation • machine efficiency
Measuring devices may typically include:	<ul style="list-style-type: none"> • scales • vernier callipers • meters • gauges
Calibrations	<p>will typically relate to measuring associated with:</p> <ul style="list-style-type: none"> • weight • volume • temperature • length
Legislation, regulatory, licensing and certification requirements may include:	<ul style="list-style-type: none"> • OHS and environmental requirements (local, state and commonwealth)
Documentation, procedures and reports may include:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • process adjustments • reporting to authorised person

RANGE STATEMENT

- Communications may include
- rectifying problem within level of responsibility
- interaction with:
- internal/external customers and suppliers
 - team members
 - production/service co-ordinators
 - maintenance services
 - operational support personnel
 - operational management
 - statutory authorities
- 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