



Australian Government

Department of Education, Employment and Workplace Relations

FPPPLN420A Plan a complex activity

Release: 1

FPPPLN420A Plan a complex activity

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit describes the outcomes required to plan a complex activity 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 operators who plan a complex activity in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- identify complex activity requirements
- identify work method, and
- prepare complex activity plan

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. Identify complex activity requirements	<ul style="list-style-type: none">1.1. Complex activity requirements are identified within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements1.2. Information recording timeframe, quality requirements, personal time availability and other resources available are obtained and examined1.3. Resources required for complex activity completion are identified1.4. Time available for completion of complex activity is identified
2. Identify work method	<ul style="list-style-type: none">2.1. Work method is identified within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements2.2. Alternative work methods to meet complex activity objectives are identified2.3. Relative advantage and disadvantage of each work method is established2.4. Most appropriate work method is selected
3. Prepare complex activity plan	<ul style="list-style-type: none">3.1. Complex activity plan is prepared within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements3.2. Appropriate sequences of tasks are determined3.3. Critical path for completion of complex activity within time and budget is determined3.4. Individual tasks required to apply work method and meet objectives are identified3.5. Complex activity plan is documented

Required Skills and Knowledge

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 planning a complex activity
- Reads and interprets required documentation, procedures and reports
- Accesses, navigates and enters computer-based information
- Identifies and actions problems within level of responsibility
- Develops a plan for a complex activity from information provided, incorporating technical, quality and time requirements, which is capable of appropriate results
- Modifies plans as a result of outcomes achieved
- Prioritises components of complex activities to achieve performance, quality and time requirements

Required knowledge

- Procedures, regulations and legislative requirements relevant to planning a complex activity including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Relevant forms of communication
- Basic problem-solving techniques consistent with level of responsibility
- Components of complex activities to achieve performance, quality and time requirements
- Technical, quality and time requirements to complete a complex activity

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 planning a complex activity

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 planning a complex activity

Access to the full range of equipment involved in planning a complex activity 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 and literacy capacity of the learner and the work being

EVIDENCE GUIDE

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.

Information provided to assist planning may include:

- instructions
- standard operation sheets
- specifications
- quality requirements
- time allowances
- outcome requirements
- performance requirements
- may or may not be documented

Plans

and may include:

- tasks involving one or more steps or functions
- a complete activity

Planning may involve:

- activities performed in accordance with established procedures

but may require:

- modification of procedures to deal with unforeseen developments

RANGE STATEMENT

and will be:

- related to work tasks and environments which are familiar to individual undertaking planning activity

Activity may require:

- prioritising and sequencing of individual components

Complex activities may include:

- clothing change
- total plant shutdown/startup
- grade/product change involving multiple process operations
- trials

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
- enterprise policies and procedures
- safe work documentation e.g. plant clearance, job safety analysis, permit systems

Actions may include:

- plan adjustments/modification
- 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

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,

RANGE STATEMENT

observations

- signage e.g. safety, access

Unit Sector(s)

Not Applicable